



**APPLICATIONS ARE INVITED FOR THE POSITION OF
LEGAL COUNSEL – EMPLOYEE AND LABOUR RELATIONS
HUMAN RESOURCES DEPARTMENT
\$141,183 - \$156,871**

Our Vision

At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation and action. Servant-leadership that is visionary, empowering and inclusive is a fundamental characteristic of our Board. We seek colleagues who demonstrate a powerful personal mission and commitment through action to these principles. We are committed to fairly and objectively recruiting and selecting leaders and staff who are excellent role models, visionary and innovative, student-focused, committed to diversity, inclusion and equity and are also collaborative in building a Catholic community.

CRITERIA FOR AN INTERVIEW:

- Juris Doctorate degree with demonstrated experience in labour and employment law and knowledge of education law
- Minimum two (2) years related experience, preferably experienced in labour law
- Member in good standing of the Law Society of Ontario
- Ability to work in a fast paced and rapidly changing environment
- Proven experience in responding to union grievances and arbitrations
- Exceptional communication and interpersonal skills
- Ability to work independently while being an effective member of a team

MAJOR DUTIES AND RESPONSIBILITIES:

Reporting to and under the direction of the Senior Legal Counsel, the Legal Counsel will provide legal advice and services, including but not limited to:

- Provide legal advice and counsel to front-line management (including Superintendents, Principals, Vice-Principals, Business Leaders and Human Resources professionals, among others) on the interpretation of collective agreements and applicable legislation
- Oversee and present the Board's position on grievances by preparing responses, advancing settlement discussions, and coordinating the implementation of resolutions
- Represent the Board at labour arbitrations, the Ontario Human Rights Tribunal, and other administrative tribunals or other legal proceedings
- Lead the process for effective Board policy review and development, and present the policies to the Board of Trustees
- Administer the processes of creating, revising and distributing the Board policies
- Oversee investigations into workplace incidents, including but not limited to allegations of discrimination, workplace harassment, workplace violence and employee misconduct

- Advise on disciplinary matters and implement discipline as appropriate
- Provide appropriate professional learning in-services and consultation to staff on legal matters within the Employee and Labour Relations portfolio
- Participate in and support the development of negotiation strategies and bargaining activities
- Research and prepare legal opinions on Employee and Labour Relations matters
- Draft reports and provide advice at Board and Standing Committee meetings
- Remain current and advise staff on developments of relevant legal updates and issues
- Adhere to the highest standards of professional and ethical conduct
- Other duties as assigned or required

Diversity and Inclusion

Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and communities we serve. As such, we welcome and encourage applications from candidates who self-identify as visible minorities, persons with disabilities, aboriginal peoples and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.

Barrier-Free Recruitment and Selection

TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. The need for documentation to support the accommodation will be requested as required prior to the implementation of any accommodation measures.

Interested applicants are asked to submit a completed résumé, cover letter, and any related educational documents, and reference letters, no later than **Friday, January 14, 2022**. Failure to complete a full package may impact your eligibility for an interview.

Applications are to be submitted online through ApplyToEducation at:

https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=096faf97-2dbe-4eaf-a01a-95b11101d494

We thank all applicants, however, only those selected for further consideration will be contacted.

Please note, candidates selected for an interview will be required to provide original applicable education documents.

The Government of Ontario has implemented a COVID-19 immunization disclosure requirement for all publicly funded school board staff. Please be aware that all successfully recruited candidates will be required to complete TCDSB's COVID Attestation Declaration once hired. All new hires who are not immunized against COVID-19, will be required to undertake regular rapid antigen testing. Please note, you are not to forward proof of vaccination or medical exemption information at this time.