



## **STAFF OFFICER: BARGAINING AND CONTRACT SERVICES DEPARTMENT**

The Ontario English Catholic Teachers' Association, representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Staff Officer assigned to the provincial office. Placement will be in the Bargaining and Contract Services Department. Duties to be assigned by the General Secretary commencing on or around **February 22, 2021**.

The Collective Bargaining Department duties include responsibility for providing a range of labour relations services to members, including the following:

- working with local bargaining units in all matters related to collective bargaining;
- assisting local bargaining units and the Association in the implementation of central and local components of collective agreements;
- research and analysis of current education, labour and related issues;
- advocacy with government and other education and labour organizations;
- training and development of resource materials to meet the collective bargaining objectives of the Association;
- administration support to provincial Association committees;
- other duties as assigned by the general secretary.

The Contract Services Department duties include responsibility for ensuring that legislative and regulatory provisions related to employment are followed and that employers operate within the parameters of collective agreements. Specifically, the department represents members in the following major areas:

- Grievance/Arbitration;
- Workers' Safety and Insurance Board;
- Occupational Health and Safety issues;
- Employment Insurance.

**Minimum qualifications** include an Ontario Teachers' Certificate or an Ontario College of Teachers' Certificate of Qualification, and five years teaching experience.

The following areas will be considered an asset:

- related Association/union experience;
- relevant training, education and experience in the areas of collective agreement negotiation, including knowledge of relevant legislation;
- excellent communication, organizational and administrative skills in multiple formats, including electronic/virtual;
- extensive voluntary and/or elected service in teacher organization work including collective agreement negotiation and administration;
- experience in problem-solving and conflict resolution with individuals and groups.

The successful applicant must be a self-motivated leader able to work cooperatively and collaboratively with others. As well, the successful candidate is expected to travel and to become involved in personal professional growth programs as initiated by the General Secretary.

The Association intends to notify applicants granted an interview by February 12. Interviews will be held in Toronto on February 17, 2021.

Application closing date: **February 8, 2021 at 4:00 p.m.**

Qualified candidates are required to submit a résumé electronically to:  
Liz Stuart, President at [careers@catholicteachers.ca](mailto:careers@catholicteachers.ca)

**Letters of reference will not be considered.**

*Catholic Teacher's is an equal opportunity employer.*