

## **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 **October 12, 2022**.

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.

Additional 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 October 5, 2022. Interviews will be held in Toronto on **October 7, 2022**.

Application closing date: **October 3, 2022 at noon**

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

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

#### **APPLICATION PROCESS**

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-seeking group are encouraged to self-identify in their covering letter.

In accordance with the *Accessibility for Ontarians with Disabilities Act* and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.

*We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.*