



## **Memorandum DRTR23-247**

To: All Staff

From: Tracy Barill, Director of Education

Date: June 28, 2024

Re: **Chief Human Resource Services Officer**

The Durham Catholic District School Board invites applications for the position of Chief Human Resource Services Officer from candidates who demonstrate commitment to the principles of equity and the important mission and ministry of Catholic education.

The area served by the DCDSB is situated just east of Toronto, on the traditional lands of the Mississaugas of Scugog Island, in the diverse and growing Durham Region (Oshawa, Whitby, Ajax, Pickering and the townships of Uxbridge, Scugog and Brock).

At DCDSB, fostering a culture of inclusion is a fundamental imperative. Acknowledging the diversity of our students, staff and community and ensuring that every member of DCDSB is a valued contributor, is a foundational pillar to our mission. The DCDSB invites and encourages applications from all qualified individuals, including those from groups that are traditionally underrepresented in employment, and candidates who self-identify as a member of a racialized/marginalized community, who may enhance equity and representation in our workforce.

As a pivotal member of the Board's Senior Administrative Team, reporting to the Director of Education, the successful candidate will provide strategic guidance to senior administration, the Board of Trustees and mid-management to ensure organizational effectiveness and goal achievement. The Chief Human Resource Services Officer will oversee a dedicated team of Human Resource Services staff, driving solutions aligned with our strategic plan, Inspire 2026, and fostering positive and collaborative labour relations with both bargaining units and non-unionized employees.

The position will require successful candidates to:

- Manage and advise on complex human resource and leadership related issues, including employee relations, staffing, recruitment, compensation, staff development/training, employment contract interpretation, human rights, legal compliance, privacy legislation, termination, etc., ensuring consistency with board Human Resources Policies, Administrative Procedures, Collective Agreements and related legislation (e.g., Ontario Labour Relations Act, Ontario Human Rights Code, Employment Standards Act, Occupational Health and Safety Act);

- Act as a resource to the board, its committees and its executives in all aspects of human resources and employee relations;
  - Maintain the confidentiality and privacy of all employees and their information at all times as per Board policies and procedures;
  - Advise the management of strategies related to attendance support and disability case management, including return to work and accommodation as per legislation and Collective Agreements;
  - Advise the management of the Collective Agreements for all unions, including the negotiation and administration of all Collective Agreements and/or terms and conditions for all employee groups (i.e., academic, clerical/technical, custodial/maintenance, non-union and support personnel);
  - Oversee and advise on the preparation and execution of the staffing process for all unionized groups;
  - Attend and present at meetings both during and outside office hours (e.g., associations/unions, Board of Trustees, school administration, etc.);
  - Oversee and advise on the grievance and grievance resolution process, including mediation and arbitration;
  - Support the investigation and resolution of employee/labour relations issues, including disciplinary matters;
  - Facilitate alternative dispute and conflict resolution approaches for issues of concern identified through workplace investigations, the unions and/or leadership;
  - Ensure the development and implementation of all required HRS Policies and Procedures in compliance with Collective Agreements, Board policy and legislation;
  - Utilize an equity, diversity and inclusion lens in all recruitment and staffing strategies, policies, practices and processes;
  - Remain current regarding research to support expressed needs of the system, professional and technical knowledge/standards and emerging trends in HRS, employment law, etc.;
  - Support job evaluation process, restructuring and change management;
  - Participate/lead disciplinary meetings between staff, union, and system leaders in mediating/providing input in improving employee performance;
  - Provide support as required for on-going projects and initiatives of the Board's strategic renewal plan;
  - Demonstrate commitment to Indigenous Education and the full realization of the Truth and Reconciliation Commission's Calls to Action;
  - Listen to the voices of our diverse communities and address disparities to cultivate a community that is focused on human rights, equity, anti-racism, and inclusion;
  - Model a proactive approach to eliminating systemic barriers in education and creating working and learning environments that are free from discrimination of any kind;
  - Manage system budgets with due diligence to ensure fiscal accountability;
  - Have good working knowledge of the Education Act, education related legislation/regulations/PPM and current best practices in the field of education administration;
  - Have a capacity and desire for personal growth and professional development;
- and

- Other duties as assigned.

## **SKILLS, EXPERIENCE and QUALIFICATIONS**

- Minimum (5) five years of leadership/supervision experience in human resources within a publicly-funded district school board
- Certified Human Resources Leader (CHRL) professional designation;
- A relevant degree from a recognized university or college in Human Resources Management/related discipline or equivalent proven experience;
- Extensive and recent expertise in leading negotiations with various union affiliates in a school board setting;
- Broad expertise in the area of Human Resources Management fundamentals including recruitment, onboarding and retention, compensation, employee wellness, employee relations, performance management, succession planning, employee complaint and conflict resolution, mediation, attendance support, disability case management and return to work and accommodation;
- Extensive knowledge of current employment and labour legislation and application to education sector within a school board;
- Demonstrated experience in building and maintaining positive relationships and trust with all employee groups (union and non-union) on behalf of the Board;
- Excellent analytical, organizational and time management skills with the ability to simultaneously manage multiple projects in a fast-paced environment;
- Sound knowledge of principles, practices and techniques of human resources administration, including labour relations (negotiations, Collective Agreement administration, positive labour/management relations, restorative practice, succession planning);
- Experience with financial and operations management, including data collection and report preparation;
- Strong and effective communicator;
- Excellent interpersonal skills, along with effective written and verbal communication skills;
- High emotional intelligence quotient with a track record of relationship building and confidence with courageous conversations;
- High level of creativity and problem-solving skills;
- Commitment to ongoing learning and development and the ability to deal with new information in a fast-paced environment;
- Ability to use a variety of current and relevant software applications proficiently; and
- Ability to manage a variety of complex situations with diplomacy, discretion and confidentiality.

## **Method of Application:**

Candidates wishing to be considered for this position must submit the following (in a single PDF if possible):

- Cover Letter (maximum 1 page)
- Detailed Curriculum Vitae
- Three (3) professional references (including current supervisor) with name, title/position, phone number and work email address. References will not be contacted without prior consent from candidates. All applications and inquires will be treated as confidential.

Complete applications will be received by electronic mail, not later than Tuesday, July 9, 2024, at 4:00 p.m. in strict confidence to:

Gerard Winn, Superintendent of Human Resource Services  
Email: [gerard.winn@dcdsb.ca](mailto:gerard.winn@dcdsb.ca)  
Durham Catholic District School Board  
650 Rossland Road West  
Oshawa, ON L1J 7C4

Any questions may be directed to Gerard Winn. We thank you for your interest; only complete applications will be considered. Applicants who have been selected for an interview will be contacted prior to July 11<sup>th</sup> and invited to participate in the interview process. Interviews will be scheduled between July 12<sup>th</sup> – 19<sup>th</sup>.

Please note that successful completion of a criminal background check with the vulnerable sector, as determined by the Board, is a requirement of employment.

Pursuant to the accessibility for Ontarians with Disability Act, 2005 (AODA), if you require accommodations at any time throughout the application process, please contact Brenda Rocha at [brenda.rocha@dcdsb.ca](mailto:brenda.rocha@dcdsb.ca) prior to the closing date so appropriate arrangements can be made.

We are an equal opportunity employer. To learn more about the DCDSB, please visit the [DCDSB website](#).

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