

Catholic District School Board of Eastern Ontario

ASSISTANT MANAGER OF HUMAN RESOURCES

ABOUT CDSBEO:

The Catholic District School Board of Eastern Ontario serves eight (8) counties in the region including Lanark, Leeds, Grenville, Dundas, Stormont, Glengarry, Prescott and Russell Counties. The Board's jurisdiction covers an area of 12,165 square kilometers and includes 39 elementary and 10 secondary schools, including adult and alternative education programs.

The Board provides Catholic education to more than 13,000 students and employs approximately 1,500 Teachers, Education Workers, and support staff.

POSITION OVERVIEW:

The Catholic District School Board of Eastern Ontario is looking to hire an experienced Human Resources professional to work under the direction of the Manager of Human Resources. The Assistant Manager of Human Resources will assist in providing leadership and direction to the Human Resources Department of the Board. The Assistant Manager provides key supports to the Manager of Human Resources related to collective bargaining negotiations, grievance management, development, facilitation, and management of the coordination of teaching, administrative and support staffing for the Board, as well as providing support and leadership to the Human Resources team.

SKILLS, QUALIFICATIONS AND EXPERIENCE

- Minimum 5 years of progressive experience in Human Resources environment, preferably in the education or public sector, with two of those years in a leadership role
- Post-secondary degree or college diploma in Human Resources, Industrial/Labour Relations or Legal Studies, or in a related discipline
- Chartered Professionals in Human Resources (CPHR) designation (formally known as the Certified Human Resources Professional (CHRP)) would be considered an asset, or an equivalent combination of education and experience may also apply
- Superior interpersonal, communication, and organizational skills, an awareness of potential political sensitivities; demonstration good judgement, tact and discretion
- Supervisory experience in a unionized environment
- Proven negotiation and collective bargaining experience would be an asset
- Demonstrated analytical, evaluative and problem-solving abilities with the ability

- to propose integrated solutions to complex issues
- Ability to use tact, discretion, and maintain information in the strictest of confidence
- Strong proficiency using Human Resources Management Systems and other software programs, including Microsoft products database
- Thorough knowledge of the Employment Standards Act, legislation and statuses
- Excellent knowledge of Labour Law, Employment Standards Act, The Human Rights Code, The Education Act, the Occupational Health and Safety Act, the School Board Collective Bargaining Act, and the Labour Relations Act
- Understanding of Catholic Education is considered an asset

DUTIES AND RESPONSIBILITIES

- Provide staff mentoring, coaching, supervision, and leadership
- Assist with salary, benefits, and leave administration
- Assist on various labour negotiation committees and labour relations matters
- Support with grievance procedures and processes
- Provide support with the preparation and review of the annual Human Resources department budget
- Provide advice and counsel in the interpretation of collective agreements and terms and conditions of employment
- Assist in the management of the Attendance Support and Short Term Leave and Disability policies and procedures
- Interact with software vendors regarding the development and enhancement of human resources software
- Develop, implement, monitor, and ensure compliance with internal controls for employee absence reporting ensuring transactions comply with relevant collective agreements, legislation, Ministry protocols and Board policy and procedures
- Participate in performance evaluations, as required
- Provide general assistance to senior staff, managers, and employees by researching, gathering and analyzing data, producing reports, providing training and support and communicating to employees, schools and departments, as necessary
- Utilize equity, diversity and inclusion lens in all human resources strategies, policies, practices and processes
- Responsible for leading, supporting with workplace investigations, including Harassment, Discrimination and Workplace Violence
- Assist with developing, implementing and maintaining Human Resources policies, processes and procedures
- Perform other related duties as assigned

SALARY RANGE: \$104,607.00 to \$123,067.00 - The starting salary will be commensurate with the established qualifications and experience for the position.

A competitive compensation package is offered based upon experience, including an excellent benefit and pension plan.

APPLICATIONS:

- Applications must include a resume and cover letter outlining qualifications.
- Applicants must also submit the names of three (3) professional references, one of whom must be a current or most recent immediate supervisor, along with telephone numbers and a written authorization from the applicant permitting CDSBEO to contact these references: [CDSBEO Reference Authorization Form](#)
Information from such persons will be gathered in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Criminal Background Check with Vulnerable Sector Screening is required as part of the hiring process.
- Please forward resume in confidence to Peter Oostrom, Manager of Human Resources at peter.oostrom@cdsbeo.on.ca.

DEADLINE:

Applications must be received by **Friday, April 11th, 2025, at 12:00pm**. We thank all applicants; however, only those selected for an interview will be contacted.

The Catholic District School Board adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce that reflects the diversity of our students. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodation at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.

The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonhsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.