

## EMPLOYMENT OFFER

### Director of Labour Relations

185 ave Dorval Ave.  
Bureau/Suite 502  
Dorval QC H9S 5J9  
514-849-5900  
1-877-512-7522  
F 514-849-9228  
qesba@qesba.qc.ca

The Quebec English School Boards Association (QESBA) represents the interests of the nine English school boards located across the province of Québec. Its mission is to offer appropriate services and resources to member school boards to meet their needs and to promote the English public education system. QESBA strives to enhance the effectiveness of school commissioners and member school boards in the areas of education, finance, administration and labour relations. QESBA is currently seeking to fill the position of Director of Labour Relations.

qesba.qc.ca  

Reporting to the Executive Director, the Director of Labour Relations is responsible for all activities relating to the participation of school boards in the development, coordination and implementation of the working conditions of unionized personnel as well as board-level and in-school administrators. He or she also acts as President of the Management Negotiating Committee for English-language School Boards (CPNCA).

### **Main Responsibilities**

The Director of Labour Relations carries out the following responsibilities:

- Oversee delivery of support and assistance services to HR teams on labour relations matters.
- Facilitate and ensure consistent application of collective agreements, policies, regulations and legislation in keeping with educational and labour trends.

- Participate in meetings of the QESBA Board of Directors and the Association of Directors General of English School Boards of Québec (ADGESBQ) and report on current labour relations issues.
- Provide human resources staff of school boards with professional development opportunities in keeping with school board and ministerial policies.
- Represent the QESBA on various committees.
- Prepare QESBA's publications on various topics dealing with labour relations.

The Director of Labour Relations also assumes the following responsibilities as president of the Management Negotiating Committee for English-language School Boards (CPNCA):

- Provide direction to the Association and promote its vision, mission and values in matters related to labour relations.
- In conjunction with the *Direction générale des relations du travail du Ministère de l'Éducation et de l'Enseignement supérieur*, plan, organize and coordinate negotiation strategies and objectives based on an elaborate consultative process of all stakeholders, taking into account QESBA's interests.
- Convene and preside at the Labour Relations Advisory Committee (LRAC) meetings dealing with negotiations.
- Ensure that documents in French and in English are prepared and presented to the appropriate decision-making bodies to obtain mandates required for negotiations.
- Oversee and coordinate activities of the QESBA negotiation teams during all stages of the negotiation, implementation and interpretation process related to the collective agreements governing the working conditions of teachers, professionals and support staff of school boards.

### **Required Minimum Qualifications**

- Graduate or undergraduate degree in a relevant field of study certifying a minimum 3-year university program or hold a senior staff or senior executive position in a school board;
- Minimum of eight (8) years of relevant experience in management;
- Knowledge of Québec laws and regulations as well as the collective bargaining process in the education sector;
- Excellent French and English language skills, both written and oral.

In addition to the required minimum qualifications, the selected candidate must demonstrate:

- Superior communication and interpersonal skills;
- Ability to work collaboratively with others, to be a team player and a relationship builder;
- Strong leadership skills and a political sense;
- Highly developed analytical skills and ability to solve problems and make decisions;
- Ability to capitalize on opportunities and be creative;
- Ability to build and maintain strong employer-union relationships;
- Ability to use technological tools, namely virtual platforms;
- Attention to detail, while working under pressure to meet deadlines.

Candidates must be available for occasional travel to Québec City.

## **Salary and Conditions of Employment**

According to the Regulations respecting certain conditions of employment of senior staff or senior executives of school boards and of the Comité de gestion de la taxe scolaire de l'île de Montréal.

Interested candidates must submit their curriculum vitae along with a letter of intent in French and in English no later than **Thursday, April 11, 2024, 4 p.m.** to the attention of:

**David Meloche, Executive Director**  
Quebec English School Boards Association

[gesba@gesba.qc.ca](mailto:gesba@gesba.qc.ca)

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.*