



**Ontario Association of
Children's Aid Societies**
The voice of child welfare in Ontario

Job Posting Senior Program Analyst (Labour Relations) Child Welfare Operations Excellence Regular, Full-time

The Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies (CASs) in Ontario since 1912, providing service in the areas of government relations, communications, information management, education and training to advocate for the protection and well-being of children.

The OACAS seeks experienced, collaborative individual with expertise in the operation of publicly-funded not-for-profit organizations in a unionized environment and knowledge of the Ontario child welfare system to research and analyze data, processes, policies, guidelines, and issues in the areas of labour relations, to develop recommended provincial labour relation strategies, and support member CASs in labour relations and human resource matters.

You will provide expert advice and guidance to member agencies on agency operations and support and facilitate OACAS planning, decision making and day-to-day operations. You will consult and engage with member agencies, stakeholders, and partners, develop strategic partnerships, lead project teams, and write and present a broad range of materials for various audiences.

You will support the work of OACAS by collaborating, engaging and working across departments, within a co-operative and accountable environment.

You have:

- an undergraduate or graduate degree in Finance, Business Administration, Human Resources, Organizational Behaviour, or related field or equivalent experience
- a minimum of 5 years' experience in human resources and labour relations functions in the not-for-profit sector or related field
- demonstrated expertise in not-for-profit operations in a unionized environment, preferably in the child welfare sector, including one or more of labour relations, human resources, stakeholder management
- knowledge of research methodologies, tools and technologies and the ability to collect, analyze and synthesize both quantitative and qualitative information from a variety of sources, including research and scientific data, literature reviews, trends analyses, program information, surveys, operational data
- knowledge, understanding and experience working within an equity and anti-oppressive practice framework
- knowledge, understanding and experience working with Indigenous communities and stakeholders
- excellent strategic thinking, analytical skills, judgment and political acuity to interpret and assess information and its impact and to analyse issues and develop and recommend options to address them

- highly developed facilitation and presentation skills to conduct consultations, focus groups, webinars
- excellent written communication skills with the ability to write clear, concise documents and strong oral communication, listening and problem solving skills to provide advice and assistance to member agencies
- strong interpersonal, collaboration, and relationship management skills to build and nurture effective working relationships with member agencies, colleagues, and stakeholders, including provincial level labour leaders
- ability to foster cooperation, build consensus, gain support and influence decision making and outcomes
- project management and contract management skills to lead projects and manage vendors
- proficiency in the full suite of Microsoft Office products

Bilingual English/French would be an asset.

A copy of the full job description is available online at

<http://oacassgroups.org/uploads/Job%20Description%20-%20OACAS%20-%20Senior%20Program%20Analyst.pdf>

Salary: Grade 9 (\$82,390-102,953)

Classification: Professional; Regular, Full-time

Location: Toronto, ON

APPLY ONLINE to Anna Mikhael at <https://jobs-oacas.icims.com/jobs/intro> by end of day Friday, March 17, 2017 (include cover letter with resume, as one file)

We thank all candidates for their interest; however only those considered for an interview will be contacted.

OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.

Accommodation at OACAS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation for a disability will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.