Manager, Board Services

An exciting career opportunity for an innovative, dynamic professional who is looking to join a progressive leadership team at the Thames Valley District School Board.

About the Board

Thames Valley District School Board (TVDSB), the fourth largest public board of education in Ontario, is a unique district shared across Elgin, Middlesex and Oxford Counties and the City of London. With some of the best greenspace and landscape that the province has to offer, our region is diverse, accessible and affordable. Our rural, urban and suburban population includes families who have been here for generations, as well as many who have recently arrived. As an organization with a student-first growth mindset, we have more than 11,000 teachers, principals and support staff serving the needs of 80,000 students in our 132 elementary and 29 secondary schools, toward a goal of improving student achievement and well-being.

About the Role

As the new Manager of Board Services, you will be part of a collaborative leadership team that will help Thames Valley District School Board implement its strategic plan. Based in London, ON, you will serve as the Board Parliamentarian and Freedom of Information Coordinator. As Board Parliamentarian you will provide direction to the Board during its meetings and day-to-day support as well as guidance to the Director of Education on matters related to Board policy, as aligned to Roberts Rules. As Freedom of Information Coordinator, you will process and respond to all FOI requests under the Municipal Freedom of Information and Protection of Privacy Act and provide oversight and support to the Board’s Privacy and Records Information Manager Officer. You will oversee the Corporate Services, effectively supervising the Administration, Mailroom, Reception and Records Centre service delivery departments. You will oversee and ensure effective planning of corporate events and lead initiatives.

Ultimately, in this role, you will help foster TVDSB’s strategic plan by providing guidance and support in areas that shape new initiatives, in their execution and in monitoring outcomes.

About the Candidate

This pivotal mandate calls for knowledge of, and proficiency in, interpreting freedom of information laws, parliamentary procedure guidelines, privacy laws, and access to information, release of information and related issues.

Such expertise will have been acquired through completion of at least a four (4)-year post-secondary education program in Business Administration, Public Administration & Governance or equivalent (a master’s degree is preferred), and five (5) years’ related work experience with demonstrated progressive responsibilities, preferably complemented by proven leadership experience. Completion of a one (1)-year Management, Privacy, and Access Certificate would be an asset.

Equally important for success in this role will be your established knowledge of public consultation strategies, strategic communications planning, ethics, data visualization, and parliamentary procedures. A savvy, persuasive communicator, orally and in writing, with excellent interpersonal, presentation and group facilitation skills, you have not only the ability to foster and maintain effective working relationships with diverse key stakeholders, as well as external organizations, agencies, and other school boards, but also the demonstrated confidence to earn credibility and trust at all levels, both internally and externally.

Conditions of Employment with Thames Valley District School Board, due to COVID-19 requirements:

- Mandatory COVID-19 vaccination requirement for all staff as directed by the Ministry. Individual...
accommodation requests will be reviewed on a case-by-case basis.

- Mandatory requirement to wear Personal Protective Equipment (PPE) based on your role within TVDSB. This may include wearing a medical mask, eye protection and any other protective equipment as directed. Individual accommodation requests will be reviewed on a case-by-case basis.
- Mandatory adherence to all Health and Safety Protocols and Training as required and directed.

To apply for this vital leadership role in public education, submit your application to Phelps at careers@phelpsgroup.ca, specifying the job title in the subject line of your e-mail. Application deadline: February 25, 2022.

PHELPS GROUP
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Phone: 416 364 6229

The Thames Valley District School Board is committed to equity and inclusion in the recruitment of qualified staff who reflect and support the diverse perspectives, experiences and needs of our students and school communities. The Thames Valley District School Board seeks to ensure that all recruiting processes are non-discriminatory and barrier-free and will provide accommodations to applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Please inform Human Resources of the nature of any accommodation(s) that you require.