

## Investigation Advisor

1 – Permanent position

1 – Acting position

### Labour Relations, Employee Assistance Employee Services

Schedule II, Level 9

(Non-Union – 12 Month)

**\$102,219 - \$122,648**

**(It is anticipated that the Acting assignment will end on June 28, 2024)**

**The Toronto District School Board adheres to equitable hiring, employment, and promotion practices.**

*Reporting to Manager – Labour Relations and Employee Assistance, the Investigation Advisor will be responsible for conducting investigations in the following areas:*

- *Non-Code Workplace Harassment;*
- *Workplace Violence;*
- *Abuse and Neglect of Students;*
- *Alleged culpable behavior/misconduct by employees.*

*The Investigation Advisor will also:*

- *Write comprehensive and analytical reports;*
- *Ensure the effective implementation of the Board Policies and Procedures as they relate to workplace investigation including coordinating/conducting training of staff;*
- *Provide subject matter expertise and consultation to senior management, principals, managers on a range of issues involving workplace investigations; and*
- *Mobilize Board resources and lead school response teams when allegations of criminal conduct are made against staff.*

### **Summary of Duties:**

- Conduct thorough and objective workplace investigations, involving complex and sensitive internal disputes, including but not limited to complaints about non-Code workplace harassment, misconduct, breach of organizational policies/procedures, violence, sexual misconduct, physical misconduct and other alleged culpable behaviour by employees;
- Engage in early resolution strategies to resolve complaints;
- Write detailed reports and correspondence setting out facts cogently, objectively, analytically and accurately, with appropriate detail, well-reasoned analysis and objective assessment of the evidence;
- Advise Superintendents, Principals and Managers on the issues involving the duty to investigate an incident or complaint including the reporting of child abuse, the type and nature of interventions and the appropriate supports required;
- Provide advice to management on due process and investigative procedures regarding workplace investigations, including non-Code based workplace harassment investigations;
- Mobilize Board resources and lead school response teams when allegations of criminal conduct are made against staff, including liaising with communications, police services and

child welfare agencies; attending court proceedings and following up with workplace investigations;

- Assist in the defence and/or settlement of arbitration and/or civil litigation arising from workplace investigations including testifying at proceedings;
- Design and conduct presentations and workshops and also facilitate in-service sessions;
- Monitor the implementation of Board policies and protocols related to workplace investigations and provide suggestions for improved effectiveness of all mechanisms in place to prevent and address non-Code based workplace harassment and workplace violence and to protect students from abuse;
- Keep abreast of new and updated legislation, case law, statutes, regulations, guidelines and arbitration decisions relating to the field of workplace investigations;
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services; and
- Other duties as assigned.

### **Qualifications:**

- Masters Degree in related discipline (e.g. Human Resources, Labour Relations, Law ) with six years progressively responsible experience or an equivalent combination of education and experience;
- Workplace Investigator training and/or training in conflict resolution and/or alternative dispute resolution;
- Expert knowledge of applicable legislation (e.g. Human Rights Code, OSHA, Employment Standards Act, Education Act)
- Proven ability to conduct workplace harassment investigations, complex and sensitive workplace investigations.
- In-depth knowledge and skills in workplace investigations and interviewing techniques;
- Detailed report writing and correspondence skills setting out facts cogently, objectively, analytically and accurately;
- Demonstrated ability to develop investigative plans, gather and preserve evidence, and testify in legal proceedings;
- In-depth skills in problem solving, conflict resolution/mediation, strategic planning, organization, leadership and management;
- Excellent oral communication skills including effective presentation skills and the ability to respond effectively to sensitive incidents;
- Ability to work independently and as a team member;
- Proven ability in promoting equitable practices which value inclusiveness and diversity; and
- Proficient computer skills including word processing, databases, presentation packages, case management software, email, and internet.

### **Special Requirements:**

- Provision of own vehicle for Board Business. Requires regular travel across the TDSB.

### **Assets:**

- Familiarity with the day-to-day operations of elementary and secondary schools and the administrative procedures of the Toronto District School Board.

**Location:** 5050 Yonge Street, 140 Borough Drive, or 1 Civic Centre Court

**Work Year:** 12 months

**Hours per week:** 35 hours

**Please note:**

Applications **must** be submitted:

1. In résumé form with a covering letter as one single document to:  
[Application.Submission@tdsb.on.ca](mailto:Application.Submission@tdsb.on.ca)
2. With competition # **SCH II- 23-0077NTE** in the subject line
3. Apply no later than 12:00 noon on **April 11, 2023**.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

***The Toronto District School Board is deeply committed to promoting Truth, Reconciliation and the rights of Indigenous peoples, Human Rights, Equity and Anti-Racism, and the elimination of Oppressive Practices, in our schools, our workplace and in the communities we serve. We strongly encourage applications from all individuals including those with varied lived experiences that can contribute to the diversification of the workforce at TDSB.***

***We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.***