

Senior Director, Human Resources and Governance

Organization: [Canadian Teachers' Federation \(CTF/FCE\)](#)

Location: Ottawa, ON

Reports to: Executive Director or Chief Financial Officer

About the CTF/FCE

The Canadian Teachers' Federation (CTF/FCE) is a dynamic national organization dedicated to promoting and supporting quality, inclusive, publicly funded education across Canada. As an alliance of provincial and territorial Member and Associate Organizations, the CTF/FCE advocates for the teaching profession, adequate resourcing, labour rights, and social justice. Founded in 1920, the CTF/FCE has a proud history of effective advocacy and leadership in education.

Position Overview

The CTF/FCE is seeking a strategic and collaborative Senior Director, Human Resources and Governance to join its Senior Leadership Team. This role is central to shaping and executing the organization's Human Resources (HR) strategy and ensuring robust governance practices.

The Senior Director will lead HR operations, including recruitment, policy development, labour relations, and collective bargaining, while providing strategic guidance and operational support to the Board of Directors.

This role will also supervise the CTF/FCE's Linguistic Services team, in support of the organization's bilingual mandate.

Key Responsibilities

- Develop and implement comprehensive HR strategies aligned with organizational priorities.
- Lead talent recruitment, onboarding, employee professional learning and development, performance management, collective bargaining, and succession planning.
- Ensure compliance with employment legislation, collective agreements, and internal policies.
- Foster a collaborative, inclusive, and values-driven organizational culture.
- Oversee compensation, benefit, and leave administration.
- Provide support and advice to the Board, Committees, and the Executive in governance-related activities, including policy development, reporting, and compliance.
- Design and maintain governance frameworks that support transparency, accountability, and strategic alignment.
- Oversee a small team supporting HR initiatives and governance documentation.
- Supervise the Linguistic Services team, supporting them to ensure that documentation for the Board and public is presented in both official languages.
- Establish and manage budgets for HR and governance programs.

Qualifications

- Undergraduate degree in Business Administration, Human Resources, or a related field.
- Master's in Business Administration or related field is an asset.
- Certified Human Resources Professional designation.
- Minimum 8 years' progressive experience in HR and governance, including senior roles and Board experience.
- Exceptional interpersonal and communication skills in both English and French.
- Experience in unionized environments, collective bargaining, and conflict resolution or mediation.
- Experience in non-profit or public sector governance.
- Proven ability to support organizational change and to drive strategic initiatives.
- Commitment to public education, social justice, diversity, equity, and inclusion.

Commitments

The CTF/FCE acknowledges the Truth and Reconciliation Commission's Calls to Action and is committed to furthering reconciliation. We are dedicated to diversity, equity, and inclusion, and encourage candidates from equity groups to self-identify in their application.

Accessibility

The CTF/FCE strives for non-discriminatory and barrier-free recruitment processes in accordance with the *Accessibility for Ontarians with Disabilities Act*. Please inform us if you require accommodation at any stage by contacting Governance and Human Resources Executive Assistant Cheryl Dourian at cdour@ctf-fce.ca.

Compensation

This position offers a competitive salary and a comprehensive benefits package. Compensation details will be provided to shortlisted candidates.

Application Process

Deadline: 12:00 p.m. ET on **January 16, 2026**

Required Documents:

- Letter of application (including paragraphs in both official languages), stating suitability for the position and including three references.
- Curriculum vitae detailing professional experience.

How to Apply:

Submit your complete application as ONE PDF file, addressed to:

Executive Director Cassandra Hallett

Email: HR_RH@ctf-fce.ca

Subject: Confidential: Senior Director, Human Resources and Governance

Please note that interviews will take place on **Thursday, January 29, 2026**. All applications are appreciated; however, only those candidates selected for an interview will be contacted.