



**VISION:**

A city that inspires

**MISSION:**

Working together to enhance the quality of life for all residents

**VALUES:**

Sustainability,  
Inclusivity, Innovation,  
Accountability,  
Excellence, Bilingualism

## LABOUR RELATIONS SPECIALIST

Human Resources – Job # P1290

**CLOSING DATE: NOON – DECEMBER 11, 2024**

**JOB SUMMARY:**

This position reports to the Manager of Labour Relations and Disability. This position will function as a Labour Relations Specialist and will provide leadership, direction and administrative support in the delivery of a comprehensive range of Human Resource services throughout the Corporation.

Teamwork with other Human Resources staff, department directors, union executives, employees and government agencies is essential to this position.

**APPLYING FOR THIS POSITION:**

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at [www.moncton.ca/careers](http://www.moncton.ca/careers). We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit [www.moncton.ca/careers](http://www.moncton.ca/careers) for information on the hiring and application process at the City of Moncton.

**WORKING AT THE CITY OF MONCTON:**

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

[City of Moncton Salary and Wage Scale](#)

**EDUCATION:**

- Grade 12 education or equivalency.
- Bachelor's degree or equivalent experience and education in Human Resource Management.
- CHRP designation is an asset.
- Formal training or equivalent experience in conducting workplace investigations and/or mediation is considered an asset

**EXPERIENCE:**

- Minimum of five (5) years experience in a human resources environment with at least three (3) years of front-line experience in a unionized environment.
- A successful track record of leadership in collective bargaining, conflict management and dispute resolution.
- Excellent communication skills, both oral and written.
- Must have above average skills in maintaining effective workplace relations with unions, supervisors and peers.
- A demonstrated ability to solve workplace problems involving collective agreement administration and interpersonal conflict.
- Must have the ability to plan and organize effectively.
- Must have the ability to work in a team environment.
- A working knowledge of the Industrial Relations Act, Employment Standards Act, Human Rights Act and other legislation affecting Human Resource administration.

**LANGUAGE:**

- English essential. The ability to communicate in French language would be an asset, but not a requirement.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- The work requires high mental demand and must be completed with minimal supervision.
- The work frequently involves tight deadlines and high-pressure situations, the incumbent must be comfortable working in this environment
- The incumbent must have a high level of tact and persuasion when dealing with people inside and outside the corporation.
- The incumbent will be dealing with information of a highly confidential nature.

- It will be necessary to provide guidance and advice in the resolution of problems as they relate to various job functions.
- Must exercise a high degree of initiative, judgment and discretion.
- Must be creative and solution driven.
- Ensures that Corporate Human Resources policies and Human Rights Legislation are adhered to.

**CONTACT:**

- This position has frequent contact with senior managers of the Corporation, union executives, government agencies and employees at all levels in the organization to facilitate resolves to problems that are in the corporation's best interests.
- Must have a proven ability to establish and maintain relationships with employees at all levels of the organization.

**SUPERVISION:**

- Although there are no direct reports of full-time employees at this time, this position may require supervision of casual employees and/or students. It may be required to oversee the work of contractors and/or consultants.

**CONDITIONS OF WORK:**

- The working conditions for this position are as outlined in the City of Moncton policy manual for non-scheduled employees.
- The incumbent will occasionally be required to work long hours in order to meet scheduled deadlines.