

## Job Title: Specialist, Labour Relations

<b>File Number:</b>	2394	<b>Employee Group:</b>	Mgmt Non Union
<b>Service Area:</b>	Enterprise Supports	<b>Division:</b>	Human Resources
<b>Job Type:</b>	Full-Time Permanent	<b># of Openings:</b>	1

### Summary of Duties:

Reporting to the Manager, Labour Relations, the Specialist, Labour Relations provides support to labour relations functions within the Division, including collective bargaining, coordinating and conducting employment related investigations, grievance and arbitration processes. This position provides expert advice regarding collective agreement interpretation and labour relations.

### Work Performed:

- Coordinate grievance and arbitration processes for various bargaining units; conduct research and draft responses.
- Conduct employment related investigations; ensure proper file documentation and prepare investigation reports as required.
- Conduct research, draft collective agreement language and prepare for collective bargaining.
- Lead meetings between management and labour as requested.
- Promote and foster constructive working relationships with bargaining units and their executives.
- Provide advice regarding collective agreement interpretation related to the administration of the collective agreement and corporate projects; provide advice and prepare documentation related to disciplinary matters.
- Under the leadership of the Senior Specialist, Labour Relations, provide assistance with various labour relations matters including grievances and job evaluation
- Attend and support the Corporation at Tribunals, Arbitrations and other related dispute settlement forums.
- Develop and deliver training related to labour relations including training for managers regarding collective agreement administration and job evaluation.
- Build and cultivate strong and effective working relationships with Employee Relations Advisors and Specialists in Human Resources, and employees throughout the City of London.
- Identify and recommend procedures and practices that support divisional objectives that contribute to the implementation of strategic initiatives for the Enterprise Supports to meet the Council's Strategic Plan.
- Demonstrate commitment to anti-racism, anti-oppression, and human rights through practices and interactions with community partners, employees and individuals and support programs and initiatives that reflect this commitment.
- Demonstrate commitment and adherence to Health and Safety legislation and programs; actively promote a culture of safety.
- Engage in opportunities to work across Divisions and Service Areas in support of enterprise-wide collaboration.
- Support the development of processes and tools needed to increase efficiencies and improve the effectiveness of services provided by the Unit.
- Provide updates, information and recommendations to the Manager, Labour Relations on priorities. Develop and execute strategies for communicating information and facilitating discussions; Provide rational for decisions, recommendations or courses of action required to resolve an issue.
- Implement strategies to track performance measures for Unit deliverables, using appropriate data collection and analytics.
- Identify current and emerging labour relations issues and trends and advise Manager of potential impact to labour relations and employment practices.
- Perform related duties as assigned.

### Qualifications:

- Completion of a University Degree in Industrial Relations, Human Resources Administration or in a relevant area of study or equivalent combination of education and related professional and lived community experience.
- Five to seven years of progressive labour relations experience including grievance and arbitration processes, collective bargaining, and conducting employment related investigations.
- Designation as a Certified Human Resources Professional or Leader (CHRP/CHRL) is an asset.
- Labour Relations Studies certificate or equivalent is an asset.

### Skills and Abilities:

- Comprehensive understanding of relevant employment legislation including Ontario's Labour Relations Act, Human Rights Code, Accessibility for Ontarians with Disabilities Act, the Occupational Health and Safety Act and the Employment Standards Act, 2000 and demonstrated ability to address and apply legislation in policy and practice.
- Experience working in a multi-union environment and demonstrated extensive knowledge of union procedures.
- Demonstrated ability to exercise significant discretion and sensitivity, and to use consultative and relationship building skills with diverse client groups.
- Demonstrated ability to be an effective team member and contribute to programs and services provided by the team.
- Highly effective verbal and written communication skills, with emphasis on presenting findings, facilitation, preparing briefing material, and providing recommendations.
- Demonstrated ability to compile and analyse data, present data in a meaningful manner; and submit clear, concise and timely reports.
- Ability to understand the importance of service delivery; contribute to the implementation of initiatives that support the section's customers in a timely and effective way.
- Strong organizational skills including but not limited to planning, prioritizing, time management and the ability to multi-task.
- Computer literacy in Microsoft Office, and related software and database applications.

### Compensation & Other Information:

\$77, 276 - \$100, 843

This posting is for one (1) permanent full-time position.

Current hours of Work: Monday - Friday from 8:30 a.m. to 4:30 p.m.

Work Arrangement: Hybrid. Subject to change in accordance with business requirements.

These hours of work and work arrangements are subject to change in accordance with business requirements.

### Police Record Check

The successful candidate will be required to complete a Criminal Record Check.