



Job Title: Employee Relations Consultant I

Competition Number: CMGR-08-26	Department: City Manager's Office
Posting Category: Open	Division: Human Resources
Job Type: Temporary Full-Time	Affiliation: Managerial
Site:	Location: CA-ON-Thunder Bay
Min: CAD \$72,053.22/Yr.	Max: CAD \$81,878.63/Yr.
Pay Band: 6	Number of Positions: 1
Effective Date: March 17, 2014	Supersedes Date: August 7, 2007
Posted Date: October 14, 2026	Post End Date: October 25, 2026

The **City of Thunder Bay** provides exceptional quality of life to those who live, work, and play in Thunder Bay – a culturally vibrant, economically diverse community with a metro population of over 120,000. Located on the north shore of Lake Superior, under the protective watch of the Sleeping Giant, Thunder Bay is rich in people and resources, and connects Northwestern Ontario to the world. We value our high quality of life and promote a clean, green, beautiful, and healthy community that provides economic opportunity, respects diversity, and provides affordable and safe neighbourhoods that are accessible to all.

The City of Thunder Bay is a place where art, culture and nature come together!

Support People. Strengthen Workplaces. Make an Impact.

At the City of Thunder Bay, Our City Runs on People Like You. Together, we are building a workplace where everyone belongs. Behind every thriving workplace is a team dedicated to supporting employees, strengthening relationships, and helping people succeed. As an Employee Relations Consultant I, you'll play an important role in delivering human resources services that support employees, leaders, and teams across the organization.

In this role, you'll provide guidance on employee relations matters, contribute to collective bargaining preparation, and help with projects that enhance the employee experience. Working closely with Human Resources colleagues, leaders, and union representatives, you'll help foster a respectful, inclusive and productive workplace where people can do their best work.

Thunder Bay offers more than a fulfilling career. With its natural beauty, affordability, and strong sense of community, it's a city where you can grow personally and professionally.

Where You'll Make a Difference Every Day

As an Employee Relations Consultant I, you'll provide research, analytical support, and human resources consulting services that help leaders navigate employee relations matters with confidence.

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Whether you live in Thunder Bay, you're looking to return, or excited to make the City your new home, join a team where your skills, expertise, and presence are recognized, and make a real impact in our community.

How You'll Support the Team

In this role, you will utilize your expertise and collaborative approach to help build positive workplace relationships and contribute to an engaged, high-performing workforce. You will also have the following accountabilities:

- Conduct research in relation to collective bargaining, salary, compensation, grievance, and other areas, as assigned
- Provide day-to-day consultation services of a routine nature in relation to compensation, benefits, staffing, recruitment, development, grievances, disciplinary matters, performance issues and employee relations issues for all levels of staff in the organization
- Analyze and cost the impact of collective agreement changes during the collective bargaining process
- Participate in the completion of corporate and/or divisional projects and/or training initiatives in such areas as staffing, development, training, employee relations, compensation and benefits
- Attend and advise on assigned disciplinary and grievance matters

Employee Relations Consultant I - Job Description

What You Can Count On With Us

When you join us, you will be in receipt of the following amazing benefits:

- A competitive salary that reflects your expertise
- Access to a confidential Employee and Family Assistance Program (EFAP) and wellness initiatives to support your overall health
- A culture of recognition and appreciation, with staff events and programs that celebrate your contributions
- The opportunity to be part of a dedicated and talented team, who are highly respected within the Corporation
- A collaborative HR team environment that values innovation, continuous improvement, and knowledge sharing
- The opportunity to influence programs and processes that support employees across the organization

What You'll Bring to the Team

Here's what will help you succeed as the Employee Relations Consultant I:

- Diploma in human resources management or a related field, and previous work experience in human resources or employee relations environment
- Ability to communicate effectively and concisely, both orally and in writing, and to deliver presentations to a variety of audiences
- Ability to establish and maintain effective relationships with Administration, Union executives, superiors, co-workers, employees and the general public
- Strong research, project/time management, analytical and problem solving skills
- Ability to analyse and understand financial implications of proposals and cost calculations

Grow Your HR Career With Us - Apply Today

Ready to take the next step in your career journey? Join us at the City of Thunder Bay, where you'll help shape meaningful work, support organizational success, and contribute to an exceptional employee experience.

Apply today and start your next chapter with the City of Thunder Bay.

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women and members of the 2SLGBTQ+ community.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources Division should you be the successful applicant. If a Criminal Record Check is required, it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

PRIVACY: Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866