Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometers of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. #BeTheReason

- **Job ID #32124: Labour Relations Officer**
- **Union:** Non-Union
- **Job Description ID #: 881**
- **Close date:** Interested applicants please submit your application online at **www.hamilton.ca/city-council/jobs-city by 4:00 p.m. on November 4, 2026.**
- **Vacancy type:** New Vacancy
- **Internal applicants should apply with your work e-mail address.** External applicants are considered only after the internal posting process has been completed. Only applicants chosen for an interview will be contacted.

SUMMARY OF DUTIES

Reporting to the Manager, Labour Relations, the position is responsible for providing a full range of labour/staff relations expertise for assigned departments.

GENERAL DUTIES

- Develop and implement fair and proactive labour relations policies.
- Provide advice to senior managers on effective strategies, best practices and application of collective agreements/employment related statutes.
- Assist in the negotiation of collective agreements for the City of Hamilton.
- Develop and maintain interest-based grievance resolution procedures and processes.
- Prepare and present or assist legal counsel with cases for mediation and or arbitration, including the interviewing of witnesses, gathering evidence, assessing the City's interests and formulating arguments.
- Prepare and present or assist legal counsel with cases before administrative tribunals (e.g. Ontario Labour Relations Board, Workers Compensation Board/Appeals Tribunal, Employment Standards Board).
- Provide specialist advice and/or direction to human resources practitioners, managers, supervisors and employees on a wide variety of labour/staff relations matters such as suspensions, investigation and discipline, collective agreement administration,

negotiations, application of City policies, grievance handling, case law application and union relations.

- Interpret and apply collective agreements, The Labour Relations Act, Employment Standards Act, Ontario Human Rights Code and any other relevant statutes.
- Analyze and formulate the City's response to changes in legislation or collective agreements.
- Plan for and manage legal or illegal job actions by City employees.
- Arrange and carry out alternative dispute resolution processes (e.g. RBO's, mediation, med-arb etc.) to resolve grievances and other disputes.
- Ensure the appropriate implementation of settlements/arbitration decisions.
- Develop policies, issue papers, procedures and programs consistent with City needs and requirements by collecting and analyzing information, researching case law and best practices of related employers and by securing acceptance by consulting and maintaining open dialogue with managers and bargaining agents.
- Prepare briefing notes and responses to contentious issues for the senior management team and the Human Resources Division.
- Perform various related duties such as: participating as a member of assigned committees and labour/management meetings; preparing and delivering reports as required, both verbal and written; investigate reports of labour difficulties.
- Prepare data for grievance hearings, analyzing for issue identification and chair final stage grievance meetings.
- Responsible for maintenance of grievance and historical data files.
- Develop and administer on-going training programs for Managers/Supervisors on grievance procedures, constructive discipline, contract interpretation and interpretation of employment related statutes.
- Co-ordinate and extract statistical data to be used for negotiation, conciliation, mediation and arbitration stages.
- Assist in preparing costing reports. Discuss employment related problems with Department Heads and analyze collective agreement issues, which have arisen since the signing of the previous contract in order to make sound recommendation.
- Assist in development and implementation of Work Accommodation initiatives and placements.
- Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.
- Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Progressively responsible human resources management experience in Labour and Employee relations related to the duties listed above in either a private or public sector environment.
2. Demonstrated dispute resolution and negotiation skills.
3. Superior analytical and problem-solving skills.

4. Must possess extensive relevant experience in all labour relations matters.
5. Experience in research techniques and statistical analysis.
6. Considerable knowledge of Collective Agreements, Labour Legislation and Regulations, the Occupational Health & Safety Act, The Ontario Human Rights Code and the Workplace Safety and Insurance Act.
7. Excellent communication skills, both verbal and written.
8. Proficient in the use of Microsoft Office Software (Word, Outlook, Excel).
9. Municipal experience would be an asset.
10. Preference will be given to candidates with an Undergraduate/Masters Degree in Industrial Relations or an equivalent combination of education and relevant experience.
11. Must possess a Valid Class "G" Driver's Licence and provision of a vehicle for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

HOURS:
35 per week

Disclaimer:
Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:
The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

Location
Hamilton, Ontario (Hybrid)
Department
City Manager's Office
Employment Type
Permanent, Full-Time
Minimum Experience
Experienced
Compensation
$115,866.66 - $144,833.78

Internal Job Code
15920