



Job Vacancy

Position:	Employee & Labour Relations Coordinator	Wage Range:	\$93,746 – \$111,619
Job Posting:	030-034-2024	Job Class:	6
Department:	Legal	Shifts:	35 hours/week
Division:	Human Resources	Posted:	May 2, 2024
Status:	Full Time	Closes:	May 16, 2024, 4:30pm

Purpose:

The Employee & Labour Relations Coordinator provides proactive and strategic employee/labour relations advice, guidance, coaching and recommendations in line with employment legislation, collective agreements and corporate policies.

Primary Duties and Accountabilities include, but are not limited to:

- Research and identify requirements for new or revised policies, by analyzing the implication of changes to HR legislation in Ontario, identifying harmonization opportunities with the collective agreement (where possible) and gaining an understanding of the City's working environment and challenges with respect to employee / labour relations matters. Draft policy for the consideration of the HR Director and SMT.
- Advise and support management and HR on the interpretation and application of collective agreements, employee contracts, and employment legislation, providing recommended courses of action.
- Support and counsel employees in addressing workplace issues, advocating for employees when appropriate, and act as a liaison between employees and supervisors.
- Perform thorough and effective complaint and grievance investigations for policy and individual matters, by conducting interviews and obtaining documentation and other relevant data as may be required;
- Provide advice and offer recommendations to all levels of management regarding grievance resolution. Conduct grievance meetings with unions, explore settlement options, assist with decision-making and prepare minutes of settlement.
- Conducts as the lead (or co-lead with the H&S Coordinator, as applicable) on any investigations into allegations of misconduct, performance deficiencies and/or workplace harassment & violence. Presents findings to the HR Director and assists with determining fair and equitable outcomes and recommending prevention plans to address systemic or individual issues.
- Assist with the preparation cases for mediation or arbitration, including collection of witness and documentary evidence for disclosure at arbitration, labour board, and/or human rights tribunals; draft Letters of Understanding as directed by the HR Director. Ensure settlements, awards or court orders are followed / implemented correctly.
- Act as an integral member of the City's negotiation team; assist in preparing negotiation strategies, prepare and review drafts of collective agreement language and ensure that negotiations are properly documented. May act as chief spokesperson at bargaining and participate on various committees, as required.
- Educate managers and HR colleagues (through interpretation bulletins and training) on negotiated contract changes, assisting with implementation where required and on the application of the collective agreement / various HR policies in order to ensure consistent application.
- Review and analyze trends in employee and labour relations and other related legislative areas, including, but not limited to, new developments in employment, employee rights, human rights, ESA and labour relations legislation, arbitration and applicable court decisions and settlement patterns, as required.
- Develop and maintain an expertise on various working conditions in similar organizations, trends, jurisprudence, etc. by keeping up-to-date on labour relations literature, developing a network and participating in various interdepartmental / agency committees.
- Coordinate and measure performance management program for organization and individual development / performance improvement plans.
- Analyze employee incidents and advise managers during the disciplinary process, recommending the level of discipline. Conduct employment discipline meetings and terminations in conjunction with department management, as required.
- Facilitate a safe and respectful workplace by providing training and coaching to leaders and employees, supporting employee morale improvement tactics, staff recognition programs and providing content for the City's web page and social media accounts.
- Develop and administer exit interview program, conducting exit interviews, collecting and analyzing data, and escalating findings and trends.
- Perform all other related duties as may be required.

Qualifications:

- Bachelor's Degree in a related field, e.g. Human Resources Management, Industrial Relations, Commerce or Business Administration with a Human Resources / Industrial Relations specialty (note: a satisfactory combination of education and experience may be considered)
- CHRP or CHRL designation.
- Certification in conducting workplace investigations and/or Alternative Dispute Resolution is an asset
- Minimum five (5) years of experience as Human Resources Generalist, including three (3) years direct Labour Relations experience in a multi-unionized environment, preferably in the public sector.
- Knowledge and experience in union contract administration, the grievance and arbitration process, collective bargaining and conducting workplace investigations; understanding of employment related human resource legislation (e.g. Labour Relations Act, Human Rights Code, Employment Standards Act, Occupational Health & Safety Act), contractual obligations, and sound human resource practices.
- Ability to establish and maintain strong, collaborative working relationships with a variety of stakeholders, including unions, clients, and colleagues.
- Excellent interpersonal skills, including the ability to effectively support a diverse workforce in sensitive situations and deal with conflict.
- Negotiation and consultation skills with various levels of internal and external stakeholders.
- Superior report writing, documentation, research, presentation and communication skills, both oral and written.
- Proficient with computerized office applications, including Microsoft Office and HRIS.
- Maintain utmost confidentiality; exercise discretion, sound judgement and attention to detail while keeping accurate, detailed documentation and records.
- Ability to identify needs, initiate, coordinate and execute projects and initiatives.
- Organize time to perform the duties of the position, in a fast paced, high volume, demanding setting and meet deadlines.
- Demonstrated commitment to service excellence, embracing diversity and promoting inclusiveness
- Work both independently and as a team member.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 030-034-2024 Employee & Labour Relations Coordinator

- ❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*
- ❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*