**Manager, Human Resources and Labour Relations**

**Human Resources**

*Note: Due to an internal restructure within Human Resources the former Labour Relations Consultant vacancy has been cancelled. The scope and requirements of this new Manager role is an expansion of the Labour Relations Consultant position .*

Competition No.: 218275  
Closing Date: Open until suitable candidate found.

One of Alberta’s Top Employers for a seventh consecutive year, NAIT offers a wealth of personal and family health and well-being benefits, training and development opportunities to support the professional growth of our staff, access to recreational and leisure facilities, a welcoming and inclusive environment unrivaled in engagement and dynamism, and co-workers who are collaborative, respectful and supportive.

We are looking for an experienced and dynamic manager to join our consulting team who will contribute to the strategic direction of the human resources portfolio at NAIT. Reporting to the Director, Employee & Labour Relations this newly created Manager of Human Resources and Labour Relations position will play a key role in the operationalization of NAIT’s human resources and labour relations initiatives. The incumbent will manage a small team of HR Consulting professionals and provide guidance and leadership in the areas of classification, recruitment, labour relations, and work force planning. The incumbent will also serve as a key resource and lead in several labour relations initiatives within the HR portfolio.

**Key Responsibilities:**

* Provide expertise and support for existing Human Resources and Ability Management teams, managers and department heads through the interpretation of collective agreements and federal and provincial legislation
* Lead and mentor a team of HR Consultants in the areas of classification, labour relations, recruitment and workforce planning
* Liaise and collaborate with various levels of NAIT leadership to ensure the effective and consistent implementation of human resource initiatives
* Provide input and support to the collective bargaining process
* Review and develop HR and LR policies, procedures and practices to support NAIT Human Resources’ strategic initiatives
* Develop and deliver labour relations education to internal stakeholders
* Provide support and guidance in the grievance process, including relevant research
* Conduct research for negotiations, identify precedents, analyse collective agreement language, costing of proposals, assist with mandate setting and the development of proposals, and participate in the negotiation process

**Skills and Knowledge:**

* The successful applicant must have a strong client support focus and be an effective communicator with a proven ability to build strong relationships
* Ability to work in a fast-paced environment utilizing a proactive, collaborative approach to resolving issues
* At times, must be able to work independently, display good initiative and have excellent time management skills
* Proven ability to lead and foster a collaborative HR team
* Working knowledge of legal principles regarding duty to accommodate and attendance management with experience in the practical application of these principles in the workplace
* Possess experience and a sound understanding of classification, recruitment and workforce planning initiatives
* Experience working in a unionized environment with ability to work with multiple collective agreements
* Strong interpersonal and communication skills (both written and oral) are required
* Must demonstrate strong judgement, problem solving and critical thinking skills
* Ability to conduct labour relations research using relevant, up to date methods

**Qualifications:**

* A degree in a related field such as but not limited to Human Resources, Labour Relations, Business Administration or Law with minimum of 7-10 years of progressive experience in human resources and labour relations in a unionized environment
* Experience working in a post-secondary setting would be an asset
* An equivalent combination of education and/or experience in human resources and labour relations may be considered

**Remuneration:** $90,941.50 - $120,483.48 annually plus a comprehensive benefit package. Salary will be commensurate with the successful candidate’s education and experience.

*Thank you for your application however only those selected for an interview will be contacted.*

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from World Education Services or the International Qualifications Assessment Service (IQAS) - <http://work.alberta.ca/immigration/international-qualifications-assessment-service.html>

Apply online:   
www.nait.ca/careers

NAIT Human Resources  
PH: 780.471.7466

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