

|  |  |
| --- | --- |
| **Job Description – Labour Relations Manager** | |
| **Working Title:**  **Department:**  **Manager/Supervisor:** | **Labour Relations Manager**  **Human Resources**  **Dan Haley – Executive Director, Human Resources** |
| **Position Summary** | |
| **The Labour Relations Manager** takes on a leadership role in union/management relations and acts as chief or alternate chief spokesperson during the collective bargaining process. The Labour Relations (LR) Manager provides expert advice to school district leadership on the interpretation and application of the collective agreements and strategically manages the grievance process for both unions. The LR Manager plans and conducts training and provides counsel to district leaders in the area of labour relations issues such as collective agreement interpretation, evaluations/performance, workplace investigations, attendance management and the LR Manager oversees the CUPE job evaluation plan and process. The LR Manager provides leadership to related professional and support staff in the Human Resources department. The LR Manager is accountable for fostering a positive and productive labour relations climate for the school district. | |
|  | |

**Duties & Responsibilities:**

**Labour Relations:**

* Fosters positive working relationships with union representatives and other internal and external stakeholders.
* Leads Collective Bargaining, acts as chief or alternate chief spokesperson for collective bargaining.
* Oversees and conducts full scope workplace investigations, including managing third-party investigators, directly conducting internal investigations, reviewing and preparing investigation reports; managing the entire process end-to-end.
* Oversight of teacher and support staff collective agreements, conflict management, and dispute resolution processes.
* Ensures consistent implementation and interpretation of Human Resources policies and practices to achieving legislative and collective agreement compliance.
* Liaises with the Teachers Regulation Branch, external legal counsel and BC Public School Employers Association (BCPSEA).
* Advises on placements, appointments, evaluations, layoffs, transfers, leaves of absence and promotion of permanent and temporary teaching and support staff personnel as requested.
* Provides counsel and recommendations to district administrators, school principals/managers/directors and supervisors on the interpretation and application of the collective agreements and on workplace legislation and policies.
* Senior liaison between union officials and district administrators/directors/managers/supervisors corresponding on matters of discipline and dismissal pursuant to the collective agreements. Provides advice regarding accommodation issues and on disciplinary and non-disciplinary actions.
* Educates district management on negotiated contract changes and facilitates the implementation of those changes.
* Provides leadership and development of HR/LR professional and support staff, including both direct and in-direct reports.

**Strategic Grievance Management:**

* Leads the grievance process providing advice and recommendations to school principals/directors/managers and supervisors as to potential resolutions that respect the integrity of the school district and are within the terms and spirit of the collective agreement.
* Initiates proactive processes to reduce unnecessary grievance activity and disputes.
* Prepares and researches factual information, preparing witnesses and documentary evidence for presentation at grievance, arbitration, mediation and labour board and human rights tribunals.
* Develops and conducts specific training for school district leadership around issues such as bullying and harassment, effective grievance management, workplace investigations, performance management and conflict resolution, etc.

**Collective Bargaining:**

* Plans and coordinates processes related to contract negotiations to ensure the school district is prepared to commence collective bargaining in accordance with the contractual and legislative time frame.
* Leads the collective bargaining planning and preparation process, including researching and costing proposals and preparing and/or reviewing and editing collective agreement language.
* Oversees collective bargaining process, ensuring negotiations sessions are properly documented.
* In consultation with BCPSEA prepares and documents collective agreements, language and LOU’s pertinent to bargaining.
* Provides training to management staff on contract changes and appropriate implementation of collective agreement language.

**Internal and External Relationships**:

* Liaises with and works collaboratively with school district senior administration and all employees in schools and departments.
* Leads various Labour / Management committees ensuring that the meetings run in an open, honest and respectful manner, to ensure the fair hearing of all issues and resolution outside of the grievance and arbitration processes, where appropriate.
* Liaises with other school districts, other employers, provincial government ministries, BCPSEA, external legal counsel, parents as required, other public and private bodies such as the TRB, and human resources associations.
* Participates in HR and related professional organizations and keeps current on state of the art initiatives in Labour Relations practices.

**Job Evaluation:**

* Oversees the joint job evaluation committee. Reviews all new and appealed CUPE positions prior to review by the JJEC.
* Identifies any concerns to the Manager responsible for the position. Provides advice on job analysis and design for managers and HR staff.

**Return to Work Program:**

* Consult and advise on return to work programs and processes that place a high value on long term wellness for employees.
* Provide advice on the development of return to work plans for complex cases; ensure the legal context for any accommodation is followed and understood.
* Collaborates with District OH&S team which may include participating with WorkSafeBC investigations and claims that impact bargaining unit employees and/or the collective agreement.
* Undertake related duties as assigned, consistent with this position.

**Skill Requirements:**

* Ability to organize and plan workload for self and team; meet deadlines; exercise good judgment and make sound decisions.
* Ability to effectively research and synthesize complex information related to case law, precedent and related legal concepts.
* Establish and maintain positive working relationships with a variety of individuals within and outside the organization; this would include other district LR staff, unions, committees, district staff, legal counsel as well as consultants, etc.
* Sound analytical and problem-solving skills.
* Attention to detail.
* Excellent interpersonal skills.
* Proficiency in word processing and spreadsheet applications.

**Education/Experience:**

* The incumbent to this position will have an undergraduate University Degree in Business Administration focused on Labour Relations and/or Human Resources, or a post baccalaureate diploma in Labour Relations/Human Resources or an equivalent combination of education and experience.
* Proven deliverables for contract negotiations, strategic grievance and arbitration handling and establishing collaborative union /management relationships.
* In addition, the incumbent will have five to seven (or greater) years’ progressive experience as a Labour Relations specialist and shall be well-versed in labour relations law and jurisprudence.

**Desired or Preferred Additional Qualifications:**

* CPHR Designation;
* SHRM-SCP Designation;
* Queens IRC Advanced Labour Relations Certificate;
* K- 12 sector experience ideal, public sector experience in general preferred;
* Multi-union public sector experience;
* Training and experience in overseeing and conducting workplace investigations.
* Familiarity with the educational environment and detailed knowledge of municipal, provincial and federal laws and regulations an asset.
* Leadership experience, proven ability to lead and develop direct-reports

|  |
| --- |
| **Scope of Independent Action** |
| * The LR Manager is expected to use sound business rationale and logic while drawing on previous experience in order to base decisions. * The LR Manager is self-motivated and is responsible for all decisions within the parameters of the Labour Relations portfolio including team leadership components (i.e., career development, performance management, education and training for direct reports). * The LR Manager provides independent suggestions to improve procedures to assist in department’s efficiency and effectiveness. * The LR Manager demonstrates care and compassion while building successful relationships based on mutual respect and trust. * The LR Manager is accountable for making decisions that may have a significant impact on the school district’s financial or reputational position. |

Qualified applicants should apply online through Make a Future: <https://bit.ly/2Mj7Oxt> **before 4:00PM on August 30th, 2019.**