**Labour Relations Advisor**

**Job Opening ID: 32543**

**Closing Date:** Friday September 14, 2018 at 11:59 pm

**How to Apply:** To apply for this position please submit your application on the Calgary Board of Education Career Site www.cbe.ab.ca/Careers/ prior to the closing date.

**Salary:** $88,777.00 to $126.250.00 annually.

**Hours of work:** 35 hours per week, Monday to Friday.

###### Purpose

The purpose of this position is to provide organizational leadership and a senior level of labour relations expertise, advice, and services to the Calgary Board of Education.

###### Accountability

This position is accountable for the development, coordination and implementation of labour relations strategies and programs affecting relations between the Calgary Board of Education, its employees and the unions and associations representing the employees.

###### Major responsibilities

* **Collective bargaining:** Represent the CBE in required negotiations with unions and associations, including negotiation of collective agreements. Coordinate preparation for negotiations including the following: obtain the necessary approvals, influence a team of CBE representatives, ensure CBE objectives are achieved, obtain ratification of agreements where applicable, and coordinate the implementation and communication of negotiated outcomes. Ensure negotiated outcomes support optimal achievement of the organization’s objectives within the organization’s financial responsibilities.

* **Grievance administration:** Provide expert advice to HR professionals and HR leaders on the interpretation and application of collective agreements at the CBE. Provide support to HR Advisory Services during the grievance procedure. Work with legal counsel to prepare and present the CBE response for all grievances advanced to arbitration. Ensure grievance information is accurately tracked and communicated.
* **Employee discipline:** Provide expert advice to HR Advisors who support leaders responsible for responding to allegations of inappropriate behaviour. Provide support to ensure that employee disciplinary decisions adhere to collective agreements, the *School Act*, arbitral jurisprudence, and accepted human resources and legal practices.
* **Labour & Employment Law:** Resource to management in the interpretation and application of labour law and employment legislation *(School Act, Labour Relations Code, Employment Standards Code, Human Rights Act, Teaching Profession Act, and all associated regulations)*. Work with legal counsel to prepare and present the CBE response for all Board of Reference appeals and complaints filed with the Alberta Labour Relations Board, Alberta Human Rights Commission, or Alberta Employment Standards.
* **Collective agreement adherence:** Provide expert advice to HR professionals and HR leaders on the interpretation and application of collective agreements at the CBE. Communicate changes in collective agreement provisions.
* **Labour Structures and Relationships:** Responsible for recommending changes designed to improve the efficiency and effectiveness of structures for communicating and interacting with CBE unions and associations. Facilitate effective working relationships between CBE leadership and all union and association representatives. Facilitate ad-hoc and regularly scheduled joint labour management discussions.
* **Employee Complaint Investigation:** Conduct investigation in response to formal complaints initiated under Administrative Regulation 4038, Personal and Sexual Harassment, when appointed by the Superintendent of Human Resources. Prepares a written report with the findings of theinvestigation and submits to the Superintendent of Human Resources.
* **Training:** Provides Labour Relations and related training sessions to the Leaders of CBE, when required.

###### Qualifications

Education and Experience

* Undergraduate degree with an emphasis in labour relations management or human resource management.
* Seven to ten years of progressively more responsible experience in providing consultative and advisory human resource management support to all levels of organizational leadership, with a focus on collective bargaining, grievance administration, employee discipline, and employment legislation.
* Experience as chief spokesperson for the employer, collective bargaining
* In depth knowledge of labour and employment relations
* Experience with the administration of collective agreements and the application of Alberta employment legislation, including the School Act, Labour Relations Code, Employment Standards Code, Human Rights, Citizenship and Multiculturalism Act, Occupational Health and Safety Act, Workers’ Compensation Act, and the Freedom of Information and Protection of Privacy Act.
* Certification as a Human Resources Professional (CHRP) preferred.
* An equivalent combination of directly related post-secondary education and experience may be considered.

Demonstrated Skills and Competencies

* **Negotiating** – Skillfully negotiate challenging situations with both internal and external groups, without jeopardizing relationships and has a demonstrated understanding of the importance of strategy and timing
* **Labour Relations Compliance** – demonstrates knowledge and ability to keep grievances, arbitration, human rights, and board requirements timely and thorough to ensure CBE compliance is met.
* **Problem Solving** – Identifies and analyzes problems; distinguishes between relevant and irrelevant information to ensure logical decisions; generates and evaluates range of acceptable alternatives for consideration; provides solutions to individual and organizational problems.
* **Customer Service** – Anticipates and meets the needs of clients; achieves quality end-products; is committed to continuous improvement of services; balances interests of a variety of clients; readily readjusts priorities to respond to pressing and changing client demands.
* **Conflict Resolution** – Facilitates the resolution of conflict by exploring interests and generating options; seeks to understand the interests behind the stated positions; resolves conflict in a manner that supports desired relationships.
* **Change Leadership** – Develops strategic direction in coordination with CBE leadership; engages and alerts groups to the need for specific changes where required; takes responsibility to champion the change effort through building and maintaining support and commitment.
* **Effective Communication** – Makes clear and convincing oral presentations to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.
* **Influencing** – Persuade others; builds consensus; gains cooperation from others to obtain information and accomplish goals; facilitates win-win situations.
* **Build Capacity** – Shares knowledge with and builds the skills of others; creates and maximizes opportunities to build capacity through a variety of formal and informal methods.
* **Organized** – Develops logical, comprehensive plans to achieve tasks in the most efficient and effective manner in order to achieve quality results within required time.
* **Attention to Detail** – Accomplishes tasks through a concern for all areas involved, no matter how small; checks written work for errors before submitting; plans activities before undertaking them; checks facts out (with others or source) where necessary.

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