



We're hiring!



Labour Relations and Compensation Officer

Human Resources

ME-07 - \$83 001 \$ to \$101 796 per year

Permanent Full-time position (37.5 hours per week)

Place of work – Natural Heritage Campus (NHC) - Gatineau, QC*

*Note: This position is eligible for hybrid work and flexible work arrangements

Your place at the Museum

We value diversity and believe we benefit from working in a place where everyone feels included and where the unique qualities and strengths inherent in a diverse workforce are combined. We welcome applications from persons who may identify as a member of one or more other equity seeking groups (for e.g. women, visible minorities, Indigenous people, persons with disabilities, members of the 2SLGBTQIA+ community, religious or cultural minorities).

You have a place at the Museum!

About the position

This position:

- Supports the Museum's achievement of its mandate and business strategies through the provision of strategic and operational Labour Relations and Compensation research, analysis and advice.
- Provides interpretation of case law, collective agreements, policies and legislation and maintains harmonious relations with bargaining agents.
- Represents the Museum in the internal and external resolution processes for grievances and complaints and provides guidance, assistance, and advice to management in these processes.
- Contributes to the development of the Museum's collective bargaining strategy and mandate and participate in negotiations.
- Prepares letters, reports, settlements, collective agreement language and other correspondence. Reviews and provides assistance and guidance in the preparation of job descriptions and is responsible for the Museum's classification process.
- Provides guidance to ensure compliance with employment legislation such as pay equity, harassment and violence in the workplace.
- Develops policies, maintains records and metrics and ensures file management. Provides HR guidance, assistance and support in recruitment and selection and participates in the development and delivery of other HR programs.

Working at the museum means:

- Contributing to an engaging mission as well as exciting projects and challenges
- An inclusive, friendly and safe work environment
- A competitive salary established by collective agreements
- Access to federal public service group insurance and pension plans



Eligibility criteria

This position is open to all Employees of the Canadian Museum of Nature and all other individuals who meet the qualifications below.

**Candidates must be legally entitled to work in Canada.*

Education and training:

Bachelor's degree in law, industrial relations, human resources or a related field or a demonstrated equivalent combination of education, experience and training.

Language requirements:

English and French are essential, Bilingual non-imperative (CBC/CBC)

Experience:

- Recent experience in labour relations or employment law, working with or in unionized organizations.
- Experience in conducting online case law research to analyze employment matters, identify options for resolution and assess risks.
- Experience in providing advice and guidance to managers in the resolution of employment matters (for e.g. performance, discipline, workplace accommodations, disability management, workplace conflicts, harassment complaints, grievances, violence in the workplace, terminations, etc.).
- Experience in managing the internal and external resolution of grievances and complaints and representing the organization before third parties.
- Experience in drafting letters, settlements, collective agreement provisions.
- Experience in interpreting and providing advice relating to employment legislation.
- Experience in building and maintaining solid labour relations, an asset
- Experience in conflict management, mediations, facilitations and/or labour negotiations, an asset.
- Experience in compensation and/or job classification, an asset.
- Experience in staffing, an asset.

Interested? APPLY!

The Canadian Museum of Nature is committed to inclusive and barrier-free selection processes and work environments. If you are invited to participate in the selection process, we encourage you to advise us of any accommodations you may require. This information will be treated as confidential.

The Statement of Qualifications providing greater detail about the skills, knowledge and aptitudes needed for this role can be obtained by contacting the Museum at the email address below.

All candidates must submit a cover letter and resume outlining how their experience and training meet the requirements listed above.

Send a cover letter and your resume by email to: competition@nature.ca with competition number 2090-CMN-23-OC-025, in the subject line.

Please note that only those applicants who are invited to participate further in the selection process will receive a response.

**Apply Now !
CLOSING DATE:
April, 10, 2023**

Canada