

**POSITION**: Non-Union

Senior Labour Relations Specialist - (1) Full Time

**DEPARTMENT/CAMPUS**:

Human Resources/Corporate

(Required to travel between sites and to external meetings)

**HOURS**:

Currently Monday to Friday, Days

(Willingness to be flexible with working hours to suit operational realities)

**JOB SUMMARY**:

Reporting to the Director of Employee Relations & Wellness, the Senior Labour Relations Specialist supports an assigned portfolio and provides guidance and counsel to leaders. This position provides expert level consultation in employee/labour relations matters, including collective agreement administration, grievance administration, performance management, employment/human rights legislation and investigations, as well as responding to inquiries from union representatives/stewards. As a Senior Labour Relations Specialist you will work in collaboration with all stakeholders to drive organization effectiveness, capacity and engagement.

**RESPONSIBILITIES:**

**Labour Relations**

* Provide subject matter expertise and advice to management regarding collective agreement administration
* Establishes and maintains effective working relationships with all stakeholders including union representatives to manage grievances and address employee and/or management concerns
* Conducts research regarding human resources and labour relations issues, trends and best practices, including research to support the collective bargaining process
* Interprets and administers the collective agreement with respect to grievances, and professional responsibility complaints
* Provides advice, guidance and coaches management regarding staff complaints and grievances as well as assist managers to investigate complaints/grievances
* Participates, contributes information and acts as a resource for employee and labour relations issues and disciplinary matters, including letter writing, discipline determination in consultation with the Director.
* Grievance administration – Conducts research and gathers information in preparation for conducting grievance meetings, mediation and/or arbitration matters
* Collective Bargaining – Participates in negotiations, including coordinating activities, drafting and reviewing negotiation documents
* Acts as spokesperson regarding labour relations processes, particularly collective agreement and grievance administration
* In consultation with the Director, assists in labour disruption, contingency planning

**HR/LR Policies and Programs**

* Contributes to the design, development and delivery of labour relations education and training initiatives for management and staff
* Maintains thorough documentation on all matters and ensures that information is sufficiently recorded in a timely fashion
* Actively participates in and/or leads internal and/or external committees as required and is committed to continuous professional development

**Relationship Management**

* Establishes and maintains effective working relationships with all stakeholders and managers at all levels of the hospital in order to provide quality service and resolve labour/employee issues
* Assists in guiding and leading various internal HR/LR committees
* Works with external service providers in the development of new policies and programs

**QUALIFICATIONS**:

* Bachelor’s Degree in Business Administration with an Industrial Relations or Human Resources or a related field
* Certified Human Resources Professional (CHRL) designation is an asset
* Minimum 5 to 7 years’ of experience working in labour relations in a highly unionized environment
* Experience in a hospital or a healthcare environment will be considered an asset
* Knowledge and experience in the application and interpretation of Hospital collective agreements is preferred
* Full understanding and demonstrated working knowledge of relevant legislation, including Employment Standards Act, Ontario Labour Relations Act, and Human Rights Code
* Tact, diplomacy and mature judgment and the ability act appropriately in the face of adversity
* Highly effective and persuasive personality, setting priorities with excellent organizational skills to work effectively under pressure of high volume work
* Conflict resolution, mediation or negotiation skills training required; ADR certification is preferred
* Collaborative and interest-based approach to conflict/dispute resolution
* Forward thinker who possesses solid leadership, strategic vision, and good professional presence
* Excellent communication skills to elicit accurate information, respond to inquiries, possessing the ability to prepare and deliver clear, concise documentation and messaging
* Computer literacy with MS Office Software (Outlook, Word, Excel and PowerPoint)
* Expert level knowledge and practice in interpreting and applying labour and employment legislation and the application of collective agreements
* Strong business acumen combined with a positive approach to customer service and relationship building with the ability to build trust at all levels of the organization
* Experience in collective bargaining
* Excellent oral and written communication skills and an understanding of the importance of written communications in a legalized environment

*Osler values inclusivity and diversity in the workplace. We welcome and encourage applicants from diverse backgrounds. We are committed to providing accessible employment practices that are in compliance with the Accessibility Ontario Disability Act (AODA). If you require an accommodation at any stage of the recruitment process, please notify Human Resources at human.resources@williamoslerhs.ca.*

*While we thank all applicants, only those selected for an interview will be contacted. Any information obtained during the course of recruitment will be used for employment recruitment purposes only, and not for any other purpose.*

\*In order be considered for this position, you must include a current resume or detailed qualifications summary with your application.

**\*Please note that only those candidates selected for interviews will be contacted**