**HR Consultant, Employee & Labour Relations**

**Job Classification Title HR CONSULTANT EMPLOYEE LABOUR RELATIONS**

**Requisition # 2318812 X**

**Division People, Equity and Human Rights**

**Section Employee & Labour Relations**

**Work Location METRO HALL, 55 JOHN ST**

**Job Location Canada-Ontario-Toronto**

**Job Stream Human Resources**

**Job Type Permanent, Full-Time**

**Salary/Rate $81,390.40 - $95,604.60 / Year**

**Hours of Work (bi-weekly) 70.00**

**Shift Information N/A**

**Affiliation Non-Union**

**Number of Positions Open 3**

**Posting Date 25-Jan-2019**

**Expiry date 15-Feb-2019**

**Job Description**

**Our team is growing! Get ready for a human resources career like no other: join our expanding Employee & Labour Relations team as an HR Consultant, Employee & Labour Relations.**

**We are looking for Labour Relations Consultants with a passion for labour relations and previous experience providing advice and support to a portfolio of divisions. The successful candidates will be responsible for advising on the interpretation and application of collective agreements, investigations and disciplinary action, the Labour Relations Act and other related employment legislation.**

**Major Responsibilities:**

Under the supervision of a Manager, Employee & Labour Relations and direction from a Senior Consultant, the HR Consultant, Employee & Labour Relations is responsible for providing sound employee and labour relations advice to one or more assigned divisions.

* Provides advice and guidance relative to employee and labour relations matters, the administration, interpretation and application of various collective agreements (Local 416, 79, 2998 or 3888) and the handling of complaints/disputes and/or grievances for both union and excluded staff.
* Works together with division managers and the E&LR community to identify and resolve problems and establish processes and procedures in a cooperative and collaborative manner.
* Performs thorough and effective complaint and grievance investigations, for both policy and individual matters, by conducting interviews and obtaining such documentation and other relevant data as may be required, conducts grievance meetings with unions, explores settlement options, prepares minutes of settlement and step 2 and 3 grievance responses.
* Assists internal and, where required, external legal counsel with the preparation and presentation of matters at arbitration, and before the Ontario Human Rights Commission and the Ontario Labour Relations Board.
* Acts as a spokesperson on or participates in various committees flowing from the collective agreements.
* Works in partnership with the unions to resolve problems and develop cooperative, collaborative workplace practices.
* Investigates issues/concerns, both policy and individual, raised by the various unions, executive management and Council, and prepares summaries, recommendations and responses.
* Coordinates and conducts mediation sessions with various unions and works with client divisions and unions to determine agenda items.
* Provides support in preparing for, and may participate in, collective bargaining.
* As required, coordinates information gathering, develops comparison library and monitor settlement trends, surveys comparable organizations and summarizes terms and conditions of employment, and liaises with Finance, Human Resources, Legal and others to secure necessary information.
* As required, assists in the preparation and analysis of cost and benefit data for management and union proposals, and with drafting collective agreement language.
* As required, reviews and analyzes trends in labour and employee relations and other related legislative areas, including, but not limited to, new developments in employment, employee rights, human rights, ESA and labour relations legislation, arbitration and applicable court decisions and settlement patterns.

 **Key Qualifications:**

1. Considerable experience in human resource services functions in a major unionized public or private sector organization related to Labour/Employee Relations.
2. Considerable and proven experience with consultation skills at all levels within the organization and demonstrated ability to interact with clients.
3. Excellent oral and written communication, presentation, negotiation and human relations skills.
4. Ability to maintain accurate and detailed documentation and records, both electronically and in hard copy.
5. Ability to exercise discretion and judgement, and work independently and as a team lead or team member.
6. Ability to identify needs, and initiate, coordinate and manage projects.
7. Highly developed analytical and problem-solving skills.
8. A thorough knowledge of employment and related legislation (e.g., Ontario Labour Relations Act, Occupational Health and Safety Act, Workers Safety and Insurance Act, Human Rights Code, Employment Standards Act), equity principles, contractual obligations and sound human resource practices.
9. Ability to develop and maintain productive working relationships with staff at all levels within the Employee and Labour Relations unit and corporate HR teams, client divisions, Legal and union officials.
10. CHRP designation, MIR or JD/LLB will be considered an asset.

 **Work for the City you love**

**Toronto** is Canada’s largest city, the fourth largest in North America, and home to a diverse population of about 2.8 million people. Consistently ranked one of the world’s most livable cities, we are a global centre for business, finance, arts and culture. Join the award-winning Toronto Public Service as an HR Consultant, Employee & Labour Relations within our People, Equity and Human Rights division.

**How to Apply:**

For more information on these and other opportunities with the City of Toronto, visit us online at [**www.toronto.ca/jobs**](http://www.toronto.ca/jobs)**.** To apply online, submit your resume, quoting **File #2302118 X,** by **February 15, 2019.**

Accommodation:  The City of Toronto is committed to fostering a positive and progressive workforce reflecting the citizens we serve. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act and the [City of Toronto's Accommodation Policy](http://wx.toronto.ca/intra/hr/policies.nsf/9fff29b7237299b385256729004b844b/e72bd53d0fb2594385257d430052d031?OpenDocument). You can request for accommodation related to the protected grounds at any stage of the City's hiring process, i.e., application, assessment and placement.

If you are an individual with a disability and you need accommodation in applying for this position, please email us at application.accommodation3@toronto.ca, quoting the job ID #2302118 X and the job classification title.

If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you throughout the hiring process.