

## ROLE SUMMARY

Reporting to the Manager, Employee & Labour Relations, the HR Consultant-Employee & Labour Relations has a client support focus providing expert professional advice on all aspects of the employment relationship.

The HR Consultant- Employee & Labour Relations acts as a business partner to an assigned client group that provides strategic operational advice, guidance, coaching and consultation to leaders in the management of their work areas to assist them with meeting their business goals and objectives. This includes providing employee and labour relations support by advising on the interpretation and application of the various collective agreements, District policy, employment legislation and other legal statutes governing the workplace. This includes supporting supervisors and managers in the conduct of their management responsibilities in a variety of other areas, such as performance management, recruitment and selection, organizational and work design as well as change management.

This role is responsible for leading investigations, including the reporting out of complaints made under the Districts Respectful Workplace Policy as well as supporting managers in conducting investigations into employee conduct and performance issues.

The HR Consultant supports HR management and District leaders in the application, delivery and promotion of HR related policy and programs in support of the Corporate Services Strategic Plan. This includes working on special projects, contributing to policy and process development, delivering applicable training and contributing and/or participating in collective bargaining.

## QUALIFICATIONS

- Bachelor Degree in a related field, e.g.: Business Administration, Human Resource Management, Commerce with a Human Resources/Industrial relations specialty.
- Five years of experience as a Human Resources practitioner/generalist in a unionized environment. Experience should include:
  - Providing collective agreement interpretation and advice
  - Conducting workplace investigations, including Respectful Workplace and employee conduct issues
  - Management of grievance process, including speaking to, and formulating employer and/or union responses
  - Providing advice and support on employee conduct or performance issues
- Chartered Professional in Human Resources (CPHR) designation is an asset
- Proficient with computerized office applications including HRIS.

An equivalent combination of education and experience may be considered.

## Advice & Support

- Provides advice, guidance and support to leaders on their Human Resource needs to support departmental and divisional outcomes this includes working with them on complex employee and human resource matters.

- Provides interpretation and application advice and guidance to organizational leaders on employment legislation and legal statutes governing the workplace, applicable collective agreements and/or terms and conditions, and employer policy.
- Provides generalist human resource advice and guidance to organizational leaders in the areas of employee performance and attendance management, the Duty to Accommodate, recruitment and selection, conflict management, change and transition, including organizational and work design.
- Provides expert labour relations advice and support to organizational leaders in all aspects of the grievance process (Step 1 to 3), including writing employer responses and negotiating settlements with Union representatives.
- Supports the HR Manager, Employee & Labour Relations, with 3<sup>rd</sup> party case preparation, including contributing to individual case strategy.

### **Division Operations**

- Supports the HR division with the development, delivery and application of HR programs and policies as required.
- Performs research into human resources related matters, identifying organizational risk and mitigation strategies.
- Leads and supports workplace investigation processes including preparing reports, case summaries and briefing notes for District leadership.
- Performs research in support of collective bargaining and participates in the Employer's preparation for collective bargaining.

### **Collaboration and Partnerships**

- Develops close collaboration with leaders, acting as a business partner to their assigned client groups to assist them meet their business needs.
- Develops and maintains relationships with external stakeholders such as external legal counsel, Union representatives and other employers as necessary.
- Works in close collaboration with the HR team and the rest of the Corporate Services Department in supporting the Corporate Services Strategic Plan.

Note that over time client groups may shift and that our team often works in a Matrix model to ensure optimal functionality and performance.