

Labour Relations Coordinator
Corporate & Legislative Services/Human Resources
File #19-P-31

Job Details

Develop, coordinate and manage all labour relations processes for the City of Peterborough.

Provide sound guidance and advice to Division Managers, Commissioners and the Chief administrative Officer (CAO) on various labour relations matters. Working with client groups in both non-union and union environments, provide proactive leadership and support in all areas of labour relations. Provide coaching and counseling to Division Managers on effectively resolving complex labour relations matters; ensuring adherence to all relevant legislation, policies and procedures and Collective Agreements.

Qualifications

Knowledge and experience normally associated with a University Honours Degree in Human Resource Management, Labour Relations or a related field with a minimum of 7 years related human resource management and labour relations experience, preferably in a multi-union public sector environment. A legal background with experience in labour and/or employment law would be an asset.

Candidates must have: Expertise in interpreting and administering of collective agreement provisions; and working knowledge of relevant labour and employment legislation as well as demonstrated participation as a leader in the collective bargaining process. Extensive labour relations experience dealing with conflict/dispute resolution and grievances, arbitration, human rights and third party facilitation /mediation training is required. Ability to identify and resolve conflict, and build strong interpersonal relationships and be capable of dealing effectively with staff. Possess strong interpersonal, communication (written and oral), excellent analytical and problem solving ability, negotiation and mediation skills. Demonstrated ability to confidently handle contentious matters with sensitivity, confidentiality, and professionalism at all times. Must possess some level of proficiency in financial matters, such as wage regression lines. Administrative and organizational skills, ability to function in a computerized environment including knowledge of word processing (Word), spreadsheet (Excel), and presentation software (PowerPoint). Candidates must be flexible in managing the demands of the workload and should be well organized and a self-starter. Should have a creative/innovative focus on service delivery; a commitment to continuous improvement; a respect for the diversity of opinions, perspectives and ideas; and be comfortable with changing priorities and demands.

Salary

\$93,342.00-\$102,029.00

Application Information

Qualified applicants are invited to submit a résumé and cover letter, quoting file number, no later than 12:00 p.m. on **Friday, March 22, 2019**, to:

City of Peterborough, Human Resources Division, City Hall, 500 George Street North, Peterborough, Ontario K9H 3R9. Fax: (705) 742-7021 hr@peterborough.ca

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the City's goods, services and facilities. If contacted for an employment opportunity, please advise Human Resources if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted.