

EMPLOYMENT POSTING

**LABOUR RELATIONS AND DISPUTES OFFICER**  
(Reporting to the Director of Labour Relation Services)

Full-Time, 11.5-Months temporary contract effective *immediately*,  
with the possibility of a short extension

Classification Salary Level IV - \$95,977 - \$120,507

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To lead, coordinate and support collective bargaining efforts, provide advice, counsel and support to AMAPCEO members and representatives/activists. To assist and represent AMAPCEO members in dealings with employer representatives related to workplace issues, complaints and formal disputes.

To conduct, lead and oversee policy analysis, research, and assigned projects; and advise, counsel, educate/train, and support AMAPCEO leaders, activists and members. Assist AMAPCEO in delivering services to its members and in implementing strategic priorities within assigned areas of responsibility.

**Working within minimal supervision, the major responsibilities of the Labour Relations and Disputes Officer include:**

**Collective Bargaining**

- Leads BPS unit contract negotiations/collective bargaining. Provides staff support to OPS unit bargaining teams and oversees bargaining team working/research groups and the negotiation.
- Monitors trends and policy developments in labour relations and contract negotiations/ bargaining and conducts or oversees bargaining-related research and analysis.
- Assists or leads in the drafting of bargaining proposals and counterproposals. Formulates negotiation strategies, plans, and timelines, and seeks bargaining mandates.
- Provides advice, guidance, education, training, and support to AMAPCEO bargaining/negotiation teams. Assists member mobilization and engagement activities.

**Labour Relations, Association Disputes & Negotiations**

- Provides staff support and/or leadership to the OPS ACERC, OPS AMERCs, BPS ERCs; the OPS Multi-bargaining Agent group, and other joint Employer/AMAPCEO committees or working groups.
- Provides advice and guidance on interpreting collective agreements, labour legislation, human resource policies and practices, issues/disputes, arbitration/litigation, and pay equity matters.
- Conducts research on job jurisdiction matters, reasonable efforts compliance and successor rights through all stages of the dispute process. Investigates terms and conditions of employment as warranted and identifies potential problems to protect the integrity of the collective agreement.
- Reviews and assesses new or developing labour relations, policy issues/disputes and provides advice and guidance.
- Provides staff support, coordination, and/or leadership with employer policy reviews and labour relation initiatives/projects. Develops and delivers educational content on labour relations topics.

**Dispute Resolution**

- Processes disputes/grievances through the dispute resolution processes, including fact-finding, problem-solving, and negotiating up to and including arbitration. Counsels and represents members at dispute/grievance meetings with the employer or in consultation with legal counsel.
- Prepares written dispute approval requests. Tracks and documents own cases and provides monthly and other periodic updates.
- Undertakes a general review and analysis of relevant labour and/or employment law, Grievance Settlement Board case law, and other labour tribunal jurisprudence to make recommendations.

**Activist Guidance and Support**

- Provides ongoing staff support, advice and guidance to all Employee Relations Committees (ERC)

Representatives, and the Health & Safety (H&S) activists.

- Administers the appointment/reappointment and the onboarding, mentorship, and training of the activist groups.
- Provides subject matter expertise to the development of new or revised activist training curriculum and staff support, research, advice and assistance.

#### **Other Duties**

- Performs other duties as assigned consistent with this job specification or as mutually agreed between the incumbent and their supervisor(s).

#### **Candidates should possess:**

- Post-secondary education in a related field of study and 3-5 years' related labour relations and/or contract negotiations experience preferably in a union or non-profit environment.
- Knowledge of the collective agreement(s), federal and provincial labour relations and employment statutes and regulations, and government and bargaining agents' operations.
- Knowledge of applicable Ontario and OPS legal frameworks (CECBA, OLRA, PSOA, ESA OH&SA, PBA, Pay Equity Act, OHRA, etc) and relevant legal jurisprudence/case law.
- Knowledge and experience in the OLRA and the OLRB processes and procedures. Knowledge of OPS and BPS employer's organizational and employment-related decision-making structures.
- Experience working in the field of labour relations, collective agreements, employer human resource policies and practices, relevant legislation and case law, presenting information, and leading or facilitating education and training initiatives.
- Excellent relationship management, problem-solving, and time management skills.
- Demonstrated ability to establish and maintain cooperative and constructive working relationships, maintain strict confidentiality, and prioritize well to ensure that contractual timeframes are adhered to.
- Demonstrated ability to write clear, accurate, and comprehensive briefing material, recommendation documents, and other relevant material.
- Ability to review appropriate labour law and jurisprudence in the process of making recommendations; research, analyze, and synthesize both qualitative and quantitative information clearly and concisely.
- Ability to work in a small, collegial, fast-paced, multi-issue office with a mix of elected officials, volunteers, and professional staff.
- Ability to use PC/networked computer sufficient to manipulate database information, produce own correspondence, analyses, and reports with text, numeric and graphic elements, and perform Internet searches.

**Work Location:** AMAPCEO Office, 1 Dundas St W, Suite 2310, Toronto, Ontario, M5G 1Z3

**Travel Requirements:** Occasional travel is required year-round (e.g.: to meet with members or representatives of the Employer).

All interested applicants should submit a résumé with covering letter by e-mail to [hu@amapceo.on.ca](mailto:hu@amapceo.on.ca) by **Wednesday, September 6<sup>th</sup>, 2023, before 4:00 p.m.**, to the attention of Grace Hu, *Human Resources Officer*. A copy of the job description is available upon request.

#### ***Diversity, Inclusion, and Accessibility:***

*AMAPCEO as an Employer is committed to fostering a diverse and inclusive work environment where differences are respected, valued, and embraced. As a result, we invite applications from women, Indigenous Peoples, people living with disabilities, persons of all races, ethnicities, religions, abilities, sexual orientations, and gender identities and expressions.*

*If you require a disability-related accommodation to participate in the recruitment process, please provide your contact information to the Human Resources Officer.*

Thank you for your interest in working at AMAPCEO. Only candidates who have been shortlisted for an interview will be contacted.