

EMPLOYMENT POSTING

Labour Relations Specialist, Labour Relations and Bargaining
(Reporting to the Director of Labour Relations Services)

Two temporary contract positions:

1 Full-Time, 17-months temporary contract effective September 2024

1 Full-Time, 14-months temporary contract effective September 2024

Classification Salary Level IV - \$102,316 - \$128,466 (Effective January 1, 2024)

To lead, coordinate and support collective bargaining efforts with our Employers; union-employer discussions and negotiations; Association/policy disputes; bargaining-unit integrity/job jurisdictional issues; successor rights/ reasonable efforts initiatives; new bargaining unit arbitration/litigation, and other assigned labour relation matters.

To conduct, lead and oversee policy analysis, research, and assigned projects; and advise, counsel, educate/train, and support AMAPCEO leaders, activists and members, in the broad areas of collective bargaining, negotiations, labour relations, policy disputes, health & safety, and Employer-Employee relations.

To assist AMAPCEO in delivering services to its members and in implementing both short-term and long-term strategic priorities within assigned areas of responsibility.

Major responsibilities include:

Working with minimum supervision, the incumbent:

Collective Bargaining

- Leads BPS unit contract negotiations/collective bargaining, working with assigned DROs and elected bargaining teams. Provides advice, guidance, education, training, support, and on occasion leadership, to AMAPCEO bargaining/negotiation teams.
- Provides staff support to OPS unit bargaining teams, and in doing so, oversees or leads bargaining team working/research groups and the negotiation of other agreements during collective bargaining.
- 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 to seek bargaining mandates from the Board of Directors.
- Provides advice, guidance, education, training, support, and on occasion leadership, to AMAPCEO bargaining/negotiation teams.
- Assists member mobilization and engagement activities in support of collective bargaining.

Labour Relations, 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 as assigned. Provides staff support, coordination, and/or leadership with employer policy reviews, and other labour relation initiatives/projects as assigned.
- Provides advice and guidance, as subject matter expert, on interpreting collective agreements, labour legislation, and human resource policies and practices, as well as labour law and labour jurisprudence in assigned areas
- Conducts research on job jurisdiction matters, reasonable efforts compliance and successor rights through all stages of the dispute process up to and including arbitration and/or negotiated settlements.

- Provides advice, guidance, and staff leadership on pay equity matters and pay equity committees.
- Provides advice, guidance, and staff leadership on Association/Policy Disputes, job jurisdiction issues/disputes, pension issues, bargaining unit integrity issues/disputes, divestments or sales of businesses, and new bargaining unit arbitration/litigation.
- Investigates terms and conditions of employment as warranted and identifies potential problems in order to recommend Association/policy disputes being filed to protect the integrity of the collective agreement.
- Reviews and assesses new or developing labour relations, policy issues/disputes and provides advice and guidance to the Director or elected officials, on how best to handle such matters.

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 of ERC Representatives and H & S activists, as well as in the onboarding, mentorship, and training of these two activist groups.
- Provides subject matter expertise to the development of new or revised activist training curriculum for ERC Representatives, H&S Activists, and Bargaining Team Members.
- Provides staff support, research, advice and assistance to AMAPCEO Board or ADC committees/working groups, or ad hoc committees as assigned.

Other Duties

- Liaises with members, bargaining unit employees, Association elected officials, government officials, employer representatives, legal counsel, consultants and other bargaining agents.
- Plans and coordinates projects that extend across AMAPCEO work units and advises senior management on those proposed plans and projected timelines and related issues.
- Acts on behalf of the Team Lead when required to do so.
- 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 relevant federal and provincial labour relations and employment statutes and regulations; how government operates and how bargaining agents operate in the Ontario.
- Knowledge of applicable Ontario and OPS legal framework (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, including written submission processes, officer meetings, mediation, and hearings, and other such tribunals.
- Knowledge of the OPS and BPS employer's organizational and employment-related decision-making structures, as well as their directives, policies, procedures and pension plan provisions which regulate the terms and conditions of members' employment.
- Experience working in the field of labour relations, specifically in the areas of policy disputes, negotiations, collective bargaining, and interest arbitrations.
- Experience interpreting and administering collective agreements, employer human resource policies and practices, and relevant legislation and caselaw.
- Experience in presenting information and leading or facilitating education and training initiatives.
- Excellent relationship management and problem-solving skills including, listening, counselling, advocating, advising, negotiating, conflict resolution, and situation-appropriate assertiveness.
- Excellent time management skills, to work under minimal supervision, and to meet tight deadlines with demonstrated ability to prioritize and organize one's own work.
- Demonstrated ability to establish and maintain co-operative and constructive working relationships with employer representatives, staff colleagues, and with other individuals at all levels of the organization.
- Demonstrated ability to exercise tact and diplomacy while maintaining strict confidentiality, and to work effectively in a consultative and collaborative environment.
- Demonstrated ability to prioritize well to ensure that contractual timeframes are adhered to, manage a varied case load efficiently, work independently but to be effective, efficient, co-

operative and flexible in a busy small team environment.

- Demonstrated ability to write clear and comprehensive briefing material, recommendation documents, and other relevant material.
- Ability to 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 Street West, Suite 2310, Toronto, ON

Travel Requirements: Occasional travel required and occasional requirement to work outside normal working hours

All interested applicants should submit a resume with a cover letter by e-mail to hu@amapceo.on.ca by **Friday, July 19th, 2024, 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.