

Class No.:	Administrator
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DIRECTOR, LABOUR RELATIONS

NATURE AND SCOPE OF WORK

The Director, Labour Relations provides leadership and strategic direction to the University in the planning, development, and management of all Labour Relations (LR) activities. The Director, Labour Relations oversees all LR activities to ensure consistency and attainment of strategic objectives and creates synergistic partnerships and collaborations between the University leadership, union representatives, employees, and other constituents to facilitate achievement of the University's strategic and academic plans. This role will work closely with cross-functional teams to professionalize the University's labour relations function, establishing best practices, policies, procedures, and strategic framework to ensure compliance with relevant laws and regulations as well as incorporate a progressive and professional approach.

This position reports to the Strategic Director, People Culture & Diversity and works with a range of constituents across the University.

ILLUSTRATIVE EXAMPLES OF DUTIES

Advice and Direction to Management

- Collaborates with key stakeholders to proactively identify and address emerging labour relations trends, fostering a progressive and forward-thinking approach to labour relations management.
- Advises the CapU leadership team on LR issues including providing advice and direction regarding the interpretation, application and administration of the collective agreements, legislation and jurisprudence. Oversees and ensures consistent application of the collective agreements across the institution.
- Provides strategic guidance to leadership from a risk management perspective as it relates to labour relations and legal matters relating to employment.
- Provides advice and recommendations to the senior leadership team on key HR and LR strategies. Develops and prepares long-range planning initiatives to make service improvements that support LR and University objectives as determined through University plans (Envisioning 2030, Illuminating 2030, the People Plan etc.)
- Provides legal interpretations to managers regarding contract interpretation and management in a complex labour environment.
- Drafts policies that have University-wide implications after researching issues and consulting with constituents. Reviews and makes recommendations regarding new or existing policies that have LR implications. Represents the University's interests on



internal and external committees by identifying LR issues, developing appropriate strategies to facilitate University's objectives and implementing the strategies.

Relationship with Unions

- Leads the HR department in developing and maintaining positive and professional working relationships with CFA and MoveUP Union representatives to facilitate the strategic human resource objectives.
- Liaises with CFA and MoveUP union executive on issues and initiatives.
- Chairs Labour and Management Committee Meetings on behalf of the University.
- Represents the University's legal and business interests in discussions and negotiations with CFA and MoveUP Union representatives.
- Facilitates a productive LR environment by identifying and understanding the interests of the University, senior leadership, CFA and MoveUP Unions, employees and other constituents in LR issues and applies creative problem-solving to manage competing interests.
- Promotes informal dispute resolution. Resolves workplace conflicts and issues using a variety of conflict resolution techniques and strategies.

Grievance Management

- Leads the development and implementation of a robust grievance process, focusing on building a strategic framework that fosters fairness and efficiency and is aligned with our overall labour relations philosophy.
- Oversees all aspects of the grievance process. Conducts investigations into grievances by interviewing witnesses and gathering evidence. Researches the law and interprets the relevant CFA and MoveUP collective agreement provisions.
- Coaches and mentors HR Managers and Advisors to provide strategic advice to leadership.
- Negotiates favourable grievance resolutions that support the University's objectives and minimize liability. Enters into informal and formal settlements of grievances. Drafts settlement documents and other legal documents.
- Oversees implementation of decisions and agreements arising out of settlements.

Investigations

- Oversees the investigation process, ensuring that thorough investigations are conducted into allegations of employee misconduct. Provides guidance to team members conducting interviews (including conducting witness interviews, gathering evidence, making fact-based and legal determinations, and analyzing facts and applicable laws), and conducts investigations of more challenging issues.
- Provides guidance on the disciplinary process, preparing disciplinary documents and supporting managers and the team in conducting disciplinary meetings with employees and union representatives.



Collective Bargaining

- Develops collective bargaining strategies to achieve the strategic objectives.
- Conducts research on bargaining issues, prepares bargaining proposals in support of the long term-goals and objectives.
- Analyzes and evaluates Union proposals and develops counter-proposals.
- Liaises with government, other employers in the sector and industry representatives on bargaining issues.
- Provides leadership to management during job action by assisting in the negotiation of essential services, preparing the management team and executive to manage strike issues, preparing strike contingency plans.
- Takes a leadership role within the Collective Bargaining process, may lead the collective bargaining process with the CFA and MoveUP on behalf of the Institution.

Advocacy

- In conjunction with external legal counsel (as needed), represents the University in legal proceedings such as arbitration hearings, jurisdictional dispute hearings, mediations, proceedings at the Labour Relations Board, Employment Standards Tribunal, Boards of Inquiry, Human Rights Tribunal, and Provincial Court matters.
- Analyzes the facts and the law, and considers the merits of a case, including the potential liability, possible precedential impact of a decision, and cost-effectiveness in determining whether a grievance or LR issue should advance to a hearing.

Operational Leadership

- Develops and implements a comprehensive strategy to professionalize the labour relations function, including establishing standardized processes, frameworks, and metrics to drive consistency and excellence across the organization.
- Develops, implements, administers, and oversees a wide range of LR activities including participating in or leading collective bargaining, collective agreement administration, grievance and issue management, and union/management relations.
- Oversees the activities of the management and advisory team by providing day-to-day direction, leadership, and support for the human resources team

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of labour, employment and human rights law and related statutes and jurisprudence.
- Experience in drafting contract and policy language and experience in third party hearings.
- Demonstrated knowledge in the principles of contract interpretation and labour, employment, human rights and related legislation and jurisprudence.
- Exceptional interpersonal, communication, and conflict resolution skills with the ability to relate to a diverse range of constituents including the ability to relay complex and technical information in a clear and easily understood manner.



- A positive and respected role model with the ability to initiate, motivate, and delegate.
- A creative and influential leader who uses a practical, collaborative, and common sense approach.
- Politically sensitive and able to work effectively with all levels of individuals within the University.
- Strong negotiation, mediation, and conflict resolution skills.
- Strong presentation skills, ability to organize data, effectively and simply.
- Ability to strategically identify issues and analyze alternatives.
- Ability to work effectively under time constraints with changing priorities.
- Ability to work independently and make sound and reasoned decisions.
- Excellent organizational skills and a high degree of self-motivation and acumen.

REQUIRED TRAINING AND EXPERIENCE

- Juris Doctor degree required.
- Minimum of ten (10) years' experience in labour relations, collective bargaining, employment/labour law or related fields.
- Previous leadership experience overseeing human resources and labour relations services.
- Past experience in the public sector is considered an asset.
- CPHR Designation is considered an asset.