



POSITION DESCRIPTION

POSITION TITLE: LABOUR RELATIONS OFFICER

DEPARTMENT: HUMAN RESOURCES

CLASSIFICATION:

UNION: NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: MANAGER, LABOUR RELATIONS

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

Reporting to the Manager, Labour Relations, the Labour Relations Officer is responsible for the provision of comprehensive Human Resources services throughout the region including the provision of effective labour relations, employee relations, performance management, attendance management, and respectful workplace. This position assists with the identification, design, development, and implementation of Human Resource policies and programs to meet the needs of the organization. This position also assists with the interpretation of collective agreements and workplace policies and procedures. The Labour Relations Officer provides support to the scheduling office and to the payroll department for the administration of employee salary and benefit programs. This position involves working with management and non-management staff, unions, and health care providers. The position of Labour Relations Officer functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Provides support and guidance to managers to ensure best HR practices are followed and collective agreements are correctly interpreted and applied.

- Provides advice and support to managers to ensure progressive discipline, performance management and attendance management issues are properly administered.
- Provides advice and support to managers to ensure grievances are correctly administered.
- Participates in collective bargaining, essential services planning, etc., as required.
- Investigates and handles workplace harassment complaints, human rights complaints and other workplace disputes.
- Maintains continuing awareness of all changes to federal and provincial legislation pertaining to labour and employee relations.
- Responsible for professional leadership and advanced development training.
- Conducts educational training sessions in related areas.
- Attends labour/ management meetings as required at IERHA sites and ensures consistent application of collective agreements.
- Provides guidance and ensures that the organization is in compliance with prevailing employment and labour legislation and related statutes including *The Employment Standards Code*, *The Labour Relations Act*, *The Personal Investigations Act*, *The Human Rights Code*, *The Workplace Safety and Health Act*, and *The Workers Compensation Act*, etc.
- Assists with the design, development, implementation, delivery and on-going management of appropriate Human Resource policies and programs to meet the organization's needs.
- Provides support and assistance to Occupational Safety and Health .
- Provides support to the payroll department for the administration of employee salary and benefit programs.
- Provides support to the scheduling office pertaining to collective agreement interpretation.
- Provides Human Resource representation as a member on various IERHA committees.
- Undertakes special projects and assignments as directed by the Manager, Labour Relations.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Certificate or degree in Human Resources Management and/or an equivalent combination of education, training and experience. Human Resource Professional designation is an asset.

REQUIRED KNOWLEDGE:

- Knowledge on the interpretation and application of collective agreement provisions and human resource policies such as progressive discipline up to and including termination.
- General knowledge of all aspects of human resource services and employee administration.
- Experience with an electronic Human Resource Management System is required.

EXPERIENCE REQUIRED:

- Minimum two (2) years human resource management experience in a unionized environment required. Other suitable combinations of education and experience may be considered.
- Experience in health care environment preferred.

SKILLS/COMPETENCIES:

- Ability to conduct and lead fair and thorough workplace investigations.
 - Strong organizational, interpersonal, verbal, and written communication skills required.
 - Advanced problem solving and conflict resolution skills required.
 - Ability to build and maintain positive working relationships and to work in a multi-disciplinary team based working environment required.
 - Physical and mental health to meet the demands of the position.
 - Valid Manitoba drivers license.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.

- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
June 2021
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Regional Lead/ CEO _____
Date

Reviewed by: _____
Lead, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.