

## CITY OF KAMLOOPS

### JOB DESCRIPTION

Position: Labour Relations Officer

Incumbent:

Division: Human Resources

Review Date:

### GENERAL ACCOUNTABILITY

Reporting to the Manager of Human Resources, the Labour Relations Officer is accountable for the administration of all labour relations activities as they relate to all aspects of the collective agreements and conflict resolution between and amongst the City of Kamloops and its employees.

### NATURE AND SCOPE

This position is one of four reporting directly to the Manager, Human Resources. The other three are two Human Resources Advisors and the Safety and Wellness Advisor.

With the broad freedom to act, the major responsibility of the Labour Relations Officer is the administration of the labour relations function. The incumbent represents the City of Kamloops in labour management discussions including grievances, arbitration, wage/salary administration and other labour relations matters. The incumbent reviews employee and labour relations issues, counsels and/or directs supervisory and management responses to effect fair and reasonable resolution before such issues become grievances and/or during the grievance process, ensuring continuity and consistency both with past practice, policy, intent of collective agreements and with City objectives. The incumbent determines and/or recommends matters to be pursued to arbitration or to the Labour Relations Board, represents the City at arbitration and/or hearings and investigations compelled by the Labour Relations Board. In addition, the Labour Relations Officer prepares collective bargaining positions for presentation which reflect the needs and interests of the City of Kamloops.

The Labour Relations Officer develops and/or assists in the development of labour relations policy and procedure and ensures that the information is communicated to and understood by management staff throughout the City. The Labour Relations Officer also counsels employees on any issues which may affect or may be affected by the employment relationship and manages and administers the City's Employee Assistance Program. The incumbent identifies the need for and develops labour relations training programs for management personnel and researches and makes recommendations on apprenticeship programs.

The Labour Relations Officer develops and oversees a comprehensive attendance management program providing advice to managers on absenteeism and disciplinary issues.

The major challenge of this position is to ensure a fair and equitable approach to labour relations with a view to achieving a stable employee-employer climate. The incumbent relies on a sound knowledge of labour relations philosophies, precedents and legislation, i.e. Employment Standards Act, Labour Code, etc.

### REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the procedures, practices and techniques used in collective bargaining and labour management negotiations.

A thorough knowledge of public personnel administration functions, policies, practices and objectives.

A thorough knowledge of the Labour Relations Code and the Human Rights Act and Employment Standards Act and their application to the City, and a considerable knowledge of labour relations arbitration jurisprudence related thereto.

A thorough knowledge of legislation, Union contracts and regulations relative to wages, salaries, employee benefits and working conditions for City employees.

A working knowledge of superannuation, employee benefits and Workers' Compensation Board regulations.

Ability to plan, develop and maintain and gain acceptance and co-operation from employees, City and Union officials and representatives.

A demonstrated ability to meet and deal effectively with all levels of contacts.

Ability to present view points and ideas effectively in both written and oral form.

#### TRAINING AND EXPERIENCE

A degree in business or public administration or related discipline and a minimum of 5 years directly related experience in a unionized environment including a minimum of 3 years experience in grievance handling, contract interpretation and administration or an equivalent combination of education, training and experience.

#### SPECIFIC ACCOUNTABILITIES

1. Administer the collective agreements between the City of Kamloops and its employees.
2. Represent the City in labour management discussions, grievance hearings, arbitrations, job evaluation, presentation to the Labour Relations Board, and other labour relations forums.
3. Promote constructive employee relations consistent with broad objectives.
4. Maintain contact with external agencies and firms as necessary to support City initiatives.
5. Prepare bargaining material on behalf of the City of Kamloops and is a key member of the bargaining team.
6. Develop and/or assist in the development of labour relations policies/procedures.
7. Liaise with all City departments and union representatives on labour and other related issues.

8. Interpret policies and/or by-laws to City personnel.
9. Maintain liaison with equivalents in other municipalities and in other jurisdictions.
10. Researches and makes recommendations regarding apprenticeship programs.
11. Identify and develop management labour relations training.
12. Develop and oversee a comprehensive attendance management program.
13. Manage and administer Employee Assistance Program.
14. Other related duties.

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Incumbent

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Supervisor