

# CITY OF HAMILTON

## CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION – LOCATION – 120 KING STREET WEST, 9<sup>TH</sup> FLOOR)

### MANAGER LABOUR RELATIONS

#### OVERVIEW

Reporting to the Director Employee Health and Labour Relations, this role is accountable to manage the team to oversee the delivery of Labour Relations expertise and services throughout the organization. Acts as Chief Negotiator for assigned bargaining groups. Provides leadership to LR staff.

#### RESPONSIBILITIES

- Management of LRO's and LRA's
- Negotiation of assigned Collective Agreements
- Ensuring the interpretation and administration of collective agreements is performed in support of the LR Strategy
- Development or directing of the development of procedures and policies
- Participation on project teams to represent LR
- Oversight of efficacy of the data gathering and analysis systems sufficient to support the LR process
- Support for non union employee performance concerns

#### GENERAL DUTIES

Manage and direct the labour relations team to ensure the consistent and correct interpretation of collective agreements, legislation, policies and procedures.

Maintain awareness of legal trends and jurisprudence to provide up to date advice and consultation.

Partner with all HR functional areas, leadership and Operational depts to identify and provide the appropriate LR services.

Develop or support LR learning and training tools to provide the appropriate level of LR capability organization wide.

Work across various stakeholder groups up to senior and executive leadership to facilitate all phases of project from inception to execution.

Negotiate collective agreements that fall within City Council's mandate and strategic plan.

Oversee bargaining proposals and data gathering from operational areas.

Develop of LR-related reports as appropriate.

Ensure that internal controls in the form of policies, procedures, and practices are developed and implemented in relation to the general and specific risks of the area and to achieve the objectives of (a) safeguarding City assets; (b) reliability of management and financial information; (c) compliance with laws and regulations; and (d) efficacy, efficiency, and effectiveness of services, programs, and operations.

Perform other duties as assigned that are directly related to the responsibilities of this position.

**QUALIFICATIONS**

- University degree or equivalent in a related discipline
- 10+ years related HR experience preferred
- 5-7 years of managerial experience preferred (CHRL preferred)
- Strong business acumen and an ability to learn a client's business needs and anticipate required LR support
- Highly developed negotiations skills, having previously acted as chief negotiator
- Thorough knowledge of relevant laws, legislation, contractual obligations and applicable policy and practice
- Ability to persuade and influence key stakeholders
- Strong understanding of a variety of HR functional areas
- Strong ability to develop and manage a team

Ability to demonstrate highly effective written and verbal communication skills

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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