



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Labour Relations Advisor	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
15-12924	Yellowknife	Labour Relations

## **PURPOSE OF THE POSITION**

The Labour Relations Advisor provides final level advice, guidance, assistance and education to other Finance staff and to management, at all levels across the Government of the Northwest Territories (GNWT) in the area of labour relations, including employment contract interpretation, grievance management, performance management, employee discipline, and terminations of employment. The position represents the employer in direct communication with employee unions and associations.

## **SCOPE**

Located in Yellowknife, and reporting to the Manager, Advice and Adjudication, the position fosters and promotes sound, harmonious Employer-employee relations throughout the Government. The incumbent provides consistent and timely advice in areas such as employment contract administration, dispute management, employee discipline, and human rights in the workplace that is reflective of relevant law, government-wide policies, practices and initiatives. The incumbent's advice is relied on by management as representing final level, expert assessments and recommendations. The incumbent makes recommendations in the development of government policy and legislation related to government employment.

The incumbent is required to research and to maintain expertise in employment law, labour law, human rights law, and to obtain and assess legal advice where necessary to recommend courses of action, resolve issues, and to ensure the employer's best interests are maintained. Work is performed in accordance with NWT Statutes and GNWT policies including the Public Service Act, Human Rights Act, Safety Act, Worker's Compensation Act, Access to Information and Protection of Privacy Act, Union of Northern Workers Act, and

Northwest Territories Teachers' Association Act, the Code of Conduct, and the Human Resource Manual.

The advice, training, and recommendations provided by the incumbent impact directly on the delivery of GNWT services and programs, employee morale, and the relationship between the GNWT and unions and associations. Poor advice can result in embarrassment to the GNWT, unnecessary expenditures, disruption to program delivery and, in precedent setting cases, can involve substantial or ongoing expenditures.

## **RESPONSIBILITIES**

### **1. Provides expert advice, education, and recommendations to departmental managers and supervisors at all levels including senior management across the GNWT respecting all aspects of the employer- employee relationship.**

- Exercises independent judgment and initiative in determining and recommending courses of action including grievance processing, and management of employer - union relationships.
- Researches and maintains expertise in the area of employment and labour law.
- Provides advice and recommendations on interpretation of statutes, collective agreements and other employment contracts, and labour/employee relations policies and practices.
- Provides advice and recommendations on interpretation of certain employment contracts outside the public service, namely physicians.
- Provides expert advice on the application and interpretation of the Public Service Act and Regulations.
- Reviews appeals of suspensions and appeals of demotions under the Public Service Act and makes recommendations to the Deputy Minister of Finance.
- Provides advice on the application of the GNWT Code of Conduct, and reviews all employee requests for outside employment or volunteer activities, and recommends decisions to Deputy Heads.
- Reviews and determines all requests for exclusion from the bargaining unit pursuant to the Public Service Act.
- Reviews and makes recommendations to the Deputy Minister on excluded employee grievances referred to the Minister for final resolution.
- Provides advice with respect to culpable misconduct and progressive discipline.
- Provides advice with respect to management of non-culpable performance issues.
- Provides advice, recommendations and direct support to managers across the GNWT, in all matters that may give rise to suspension or termination.
- Provides direct advice and recommendations to Deputy Heads on all terminations, including dismissals for cause, abandonment, rejection on probation, medical termination, termination for innocent absenteeism, and termination agreements.

- Reviews requests for termination agreements, and where appropriate, recommends a mandate to the Deputy Minister of Finance. Provides direct assistance to Deputy Heads in the negotiation of termination agreements in keeping with jurisprudence.
- Develops and delivers various training modules on all aspects of labour relations to Finance practitioners and to GNWT managers.
- Provides guidance and mentorship to new Labour Relations staff; and to Management and Recruitment staff generally, and through exchanges and short-term onsite assignments.
- Provides consultation services and advice to the Human Resource Staff Investigator on investigation processes, and on all investigation outcomes.
- Provides advice, recommendations, and consultation services to management at all levels, Finance Practitioners on duty to accommodate matters. Assists directly in employee-union-physician communications.
- Provides advice, recommendations, and direct support to departmental managers and deputy heads in the resolution of grievances.
- Provides support and recommendations regarding arbitration, civil action, and Human Rights files, to Senior Labour Relations Advisors and to the Manager.

**2. Writes briefing notes for the Minister and for other departmental Deputy Ministers and senior management regarding labour relations issues.**

- Undertakes the development and supports the implementation of appropriate labour relations and compensation policies.
- Writes briefing notes, reports, information items, decision papers and procedural guidelines to explain, recommend and/or implement actions, pertaining to changes in employment contracts, compensation policies, and related statutes.
- Sits on committees reviewing, developing or implementing Government policies and decisions, which affect the public service and/or the labour relations climate of the Government.
- Represents the Deputy Minister at joint Employer-Union committees.
- Attends regular Senior Joint Employer-Union committees along with Manager and senior management of Finance.
- Participates in the development, review and research for collective bargaining, providing key information on evolving trends in the immediate labour relations environment.
- For the purposes of collective bargaining, provides advice and assistance to departmental managers in the development of Essential Services proposals, and Job Action Contingency plans.
- Provides recommendations and support to the Manager, Advice and Adjudication, Director, Labour Relations and the Director, Management and Recruitment Services in the execution of the GNWT's Job Action Contingency Plan.

### **3. Works with Finance Managers, Directors and Policy Officers, and department representatives in the development of Labour Relations and employee relations' policies.**

- Reviews and makes recommendations on all revisions to the Human Resource Manual.
- Reviews and makes recommendations on revisions to the Code of Conduct.
- Reviews and makes recommendations for changes to the Public Service Act and Regulations.

#### **WORKING CONDITIONS**

##### **Physical Demands**

No unusual physical demands.

##### **Environmental Conditions**

No unusual environmental conditions.

##### **Sensory Demands**

Close attention to detail is required when researching various sources of technical and legal information across varied labour relations projects. Close attention to detail and heightened observations skills are required when participating in meetings with employees for the purposes of investigation, discipline, conflict resolution, competency assessment, or medical accommodation. The intensity of these activities can be high when dealing with multiple parties that have their own vested interests. This will require the Advisor to be at a heightened state of awareness to ensure nothing relevant is missed and that the integrity of the process is maintained.

##### **Mental Demands**

Labour relations work is usually completed under severe time constraints. Without swift attention to problem areas, there can be a rapid deterioration of employee/employer relations or escalation of a situation, causing strain in the workplace. Unpleasant direct personal contacts or concern about unpleasant situations are probable during investigations and negotiations.

Some travel to communities required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Proven client service orientation.
- Proven ability to communicate, both orally and in writing, with senior managers, supervisors, technical staff, employees, Union representatives and other stakeholders.
- Proven organizational and time management skills.
- Proven negotiation skills to resolve conflicts or negotiate agreements.

- Basic knowledge and understanding of labour relations, labour standards, labour law, employment law, and their integration and effect on other human resource functions.
- Proven understanding of the organization, environment, culture, and business strategies of large employers, with the ability to understand, recognize and/or anticipate concerns or problems that will ultimately affect an employer's ability to attract, retain and motivate employees.

**Typically, the above qualifications would be attained by:**

A relevant Bachelor degree coupled with 2 years in a relevant field, including at least 1 year as a labour relations advisor or a human resource generalist.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

**Aboriginal language:** To choose a language, click here.

- Required
- Preferred