



IDENTIFICATION

Department	Position Title	
Finance	Director, Labour Relations	
Position Number(s)	Community	Division/Region(s)
15-13581	Yellowknife	Labour Relations

PURPOSE OF THE POSITION

The Director, Labour Relations, is a senior management position responsible for leading all aspects of the Government of the Northwest Territories' (GNWT) collective bargaining process with the Union of Northern Workers and the Northwest Territories' Teachers Association, and to provide advice and support related to mandate development for other collective agreement and terms and conditions of employment processes in the Northwest Territories. The position is also responsible for developing and implementing strategies and initiatives that proactively foster and promote sound, harmonious employee relations throughout the GNWT to advance a unified approach to resolution of employment disputes.

The incumbent of the position is the GNWT's expert on unionized and non-- unionized employee relations and is responsible for ensuring the consistent application of the legislation, terms and conditions of employment (collective agreements, handbooks and executive management contracts) and policies that govern the GNWT's Human Resources management. The position is responsible for directing the adjudication of grievances, human rights complaints and employment related court challenges.

SCOPE

Located in Yellowknife and reporting to the Deputy Secretary of Human Resources, the position leads strategies and initiatives to proactively foster and promote sound, harmonious labour and employee relations throughout the GNWT, advancing a unified approach to resolution of disputes. The incumbent is responsible for the management of three direct reports: the Manager of Advice and Adjudications; the Manager of Accommodations, Bargaining and Investigations; and the Labour Relations Assistant.

This position works closely with senior management in the department to identify, develop and implement policies and process that support the development of a harmonious public service through effective labour and employment relations.

The position leads a team that is responsible to represent the Employer in all employment related files arising from civil claims, human rights complaints, duty to accommodate cases, and grievances.

The Director Labour Relations is accountable for ensuring guidance and advice is provided to all departments, boards and agencies of the GNWT in all labour/employee relations matters. The activities of the Division have a direct impact on the ability of all GNWT operations to carry out their business.

The Director Labour Relations must work towards consistency in labour relations and employment practices by informing the efforts of senior management in the GNWT. To provide the level of service that is effective and contributes in a positive way, the incumbent must have strong familiarity with all departments, boards and agencies and keep an open relationship with senior managers.

The incumbent must exercise well-developed human relations skills in dealing with senior managers, employees, and bargaining units. He/she will meet with senior managers to discuss policy and program issues, development and options. There is also frequent contact with the Executive of the two bargaining units to negotiate resolutions to collective bargaining matters, to consult in the development of new policy or legislation, or in the day-to-day resolution of grievances or other labour disputes. The incumbent is frequently called upon to advise the Deputy Minister of Finance on the resolution of complex labour relations issues and the development of collective bargaining strategies.

The Director Labour Relations participates in major government program initiatives. The incumbent must work with others in government, often as the project lead, to develop strategies and approaches for supporting broader government objectives that could impact labour relations and/or employment matters. This involves assisting in the development of programs to support these priorities and ensuring that labour relations and employment functions are administered in a manner that supports the broader objective.

This position carries out its responsibilities in accordance with GNWT acts, regulations, policies, and departmental procedures that include the Public Service Act, Public Service Regulations, Human Resource Manual, Staffing Appeals Regulations and various government policies. As well, the incumbent must work within the terms of any agreements reached with unions.

The incumbent must direct the provision of services that meet general service standards established across government as well as unique service standards established to meet unusual situations in a given department or board that require an alternative standard.

RESPONSIBILITIES

1. Leads all aspects of collective agreement negotiations and implementation within the GNWT.

- Serves as lead negotiator during collective agreement negotiations, and supervisors other leads (Manager, Accommodations, Bargaining and Investigations; Collective Bargaining and Compensation Senior Analyst) during negotiations as required including:
 - Serve as the main spokesperson for the GNWT for the UNW and/or NWTTA bargaining teams;
 - Direct the GNWT's bargaining negotiator at the UNW and/or NWTTA negotiating tables on the Employer's position at the bargaining table;
 - Review and analyze recommendations and/or options for proposals and determine which would be viable in meeting the GNWT's objectives;
 - Manage the development of the GNWT collective bargaining proposals and/or changes to the terms and conditions;
 - Write draft collective bargaining proposals/contract language;
 - Provides strategic advice and analysis on collective bargaining by developing and writing strategic documents for consideration by the Deputy Minister; and anticipating, identifying and advising of potential impacts to changes to the agreements;
 - Manages the negotiation of essential and emergency services; and
 - Manages the development, coordination and implementation of GNWT wide job action contingency plans.
- Ensures and supervises the ongoing research, analysis and evaluation of collective bargaining issues during times when negotiations are not in process, including issues tracking, in order to continue to stabilize labour and employment relations within the GNWT, and in preparation and anticipation of subsequent bargaining sessions;
- Ensures the integrated coordination, implementation and communication of collective agreement issues and initiatives to all boards, agencies and departments of the GNWT, and works with other areas of the GNWT to ensure the resolution of collective agreement issues that may arise by:
 - Coordinating and facilitates discussion in the identification of bargaining issues with departmental and/or GNWT groups;
 - Work with subject matter experts (labour/employee relations, payroll, benefits, etc.) to identify issues and discuss potential impacts; and
 - Coordinate and lead an internal Department of Finance implementation working group once agreements are ratified.

- Tracks and monitors the national and territorial fiscal environment; collective agreement issues in other provinces, territories and the federal government and their bargaining units; and maintains contact with the GNWT's negotiator(s) as required to anticipate the impact that these activities may have on the GNWT.
- Ensures the development and analysis of compensation programs, costing models and labour practices to provide a competitive level of pay, motivation and reward to public service employees and to protect the financial interests of the GNWT and to support government initiatives and the GNWT's compensation philosophy.
 - Supervise the research and analysis of compensation data, labour relation issues and employee demographics to determine the effectiveness of current employee compensation or the need to review and revise existing compensation to attract, retain and motivate a stable northern workforce.

2. Oversees the development and directs the implementation of changes or additions to the GNWT's labour relation strategies, policies, programs, guidelines, employment contracts and legislation.

- Supervises the review and/or development of recommendations and proposals/options and draft labour relation policies, procedures, legislation, regulations and guidelines reflective of relevant law, government-wide policies, practices and initiatives to support effective and harmonious labour relations, and management-employee relations. Areas of expertise include: employment contract administration; dispute management (grievances, mediations, arbitrations, civil claims); employee discipline; equal pay for work of equal value; all terminations of employment; staffing appeals, etc.)
- Responsible to work with senior management, management and employees of departments, boards and agencies on the implementation and interpretation of labour relations issues, including the provision of training, advice and assistance.
 - Clearly communicates and articulates information related to labour relations to senior management, GNWT managers, Finance colleagues, and employees in a timely manner;
 - Oversees the delivery of in-service training for employees and managers on labour relations topics;
 - Ensures the development of appropriate processes for implementation of new/amended policies, legislation, guidelines, etc. in consultation with other Finance staff and GNWT managers as appropriate and required.

3. Supervise the provision of investigative services to ensure that all GNWT employees are treated equitably and that human resource programs are delivered appropriately by ensuring:

- The conducting of investigations or arrange for investigations as per relevant legislation, policies and guidelines;
 - The monitoring of investigations including the identification of trends, patterns, issues or behaviours, and the development and implementation of steps for corrective action or patterns;
 - Development and implementation of training for senior managers, GNWT managers and/or employees; and
 - Mediating resolutions or arranging for the mediation of resolutions by a third party if required.
- 4. Oversee the development and implementation of practices that ensure the re-integration of employees on long-term disability, or employees off work due to a work related injury or disability, into the workforce in a fair, safe, respectful, legal and appropriate manner.**
- 5. Manages the Division by:**
- Planning for fiscal and human resource requirements.
 - Working within budgets.
 - Developing staff to meet their goals and objectives.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental demands.

Sensory Demands

This position requires the incumbent to be attuned to non-verbal cues during activities such as meetings with senior management in departments and boards.

There is intense prolonged need for sensory attention during negotiations or investigations. Required to pay close attention to body language, guarded conversations and reactions to statements or proposals made, and think ahead of the conversation to respond to such and make quick decisions in arbitrations without consultations with others. Can last two to five days on average, one to two times a month.

Mental Demands

This position requires frequent changes in priorities and an ability to "think on your feet" when discussing issues with bargaining units, senior managers, GNWT managers and employees in order to present convincing arguments.

The incumbent deals with senior staff and staff from many departments, boards and agencies that may have divergent perspectives and demands. The incumbent is seen as the expert; resolutions and answers are required.

A high level of concentration and attention is essential. The scope of work can involve politically sensitive issues and tight deadlines. The accuracy of the work impacts people's lives and futures.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven client service focus and ability to see the big picture.
- Proven negotiating skills and interpersonal skills to maintain effective and lasting working relations with senior managers and staff from other departments.
- Proven ability to communicate both orally and in writing with senior managers, technical staff, employees and other stakeholders. This includes the ability to maintain professional communications in difficult circumstances and to exercise good listening skills.
- Proven strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Proven organizational and time management skills.
- Proven ability to manage a budget.
- Proven ability to work to deadlines and respond effectively to frequently changing deadlines.
- Proven negotiation skills to resolve conflicts or negotiate agreement in a manner which best serves both the GNWT and the employee;
- Proven ability to read and interpret legislation, regulations and policy and to understand the impact of policy changes on human resource management.
- Proven human relation skills consistent with the need to effectively manage a diverse group of employees and to provide effective human management of those employees.
- Proven ability to work effectively within larger management teams.
- Proven understanding of the GNWT's organization, environment, culture, and business strategies with the ability to understand, recognize and/or anticipate concerns or problems that will ultimately affect the GNWT's ability to attract, retain and motivate employees.
- Proven knowledge and understanding of labour/employee relations, precedents and case law, human rights legislation, and compensation philosophies.
- Proven knowledge and understanding of relevant legislation, policies, guidelines, and practices.

Typically, the above qualifications would be attained by:

This is normally obtained through a post-secondary degree in law or industrial relations or a related field plus seven years of progressively more senior experience (including supervisory experience) in the public sector in a labour/employee relations environment.

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