



IDENTIFICATION

Department	Position Title	
Finance	Compensation and Collective Bargaining Advisor	
Position Number(s)	Community	Division/Region(s)
15-1409	Yellowknife	Labour Relations

PURPOSE OF THE POSITION

The Compensation and Collective Bargaining Advisor conducts research and analysis to support the design and development or amendments to compensation programs and labour practices. This is necessary in order to provide a competitive level of pay, motivation and reward to public service employees, to protect the financial interests and labour relation's climate of the Government of the Northwest Territories (GNWT) and to support government initiatives and its compensation philosophy. This is achieved within a legal framework that includes The Public Service Act, collective agreements, broad Federal and Territorial Acts and regulations, the GNWT's culture, environment and business strategies.

The Compensation and Collective Bargaining Advisor has key responsibilities in the GNWT collective bargaining process by contributing to the strategic collective bargaining preparations, participating as a team member during negotiations and ensuring implementation of negotiated new or amended provisions of the Collective Agreement. In addition, the Advisor is critical in providing a proactive approach between the completion of one bargaining session and the next to ensure that the information, research, analysis and options required for bargaining teams to develop a mandate and proposal is well prepared prior to the establishment of future bargaining teams.

SCOPE

This position reports to the Manager, Accommodations, Bargaining and Investigations. Although bound by a broad framework, the incumbent develops policy and/or legislative proposals on new and emerging trends in compensation and labour practices. Information produced such as Financial Management Board (FMB) submissions and reports may be used by Cabinet or Senior Management to make decisions regarding human and financial resources for program development/implementation, proposal development for collective bargaining, and/or legislation development.

Legal framework also includes Human Rights legislation, federal legislation (income tax, superannuation, social benefit programs), and terms and conditions of employment. The Compensation and Collective Bargaining Advisor must also establish and maintain effective working relationships with clients at all levels of government and as well with colleagues in other jurisdictions to ensure timely information sharing especially during preparation for collective bargaining.

The responsibilities carried out by the incumbent may also impact:

- Design and development of human resource and compensation systems.
- Terms and conditions of employment for approximately 5,000 employees within five employee groups including; 2 bargaining units, Excluded employees, Managers, Senior Managers, and physicians as well as, a total compensation budget of approximately \$307M distributed to 12 departments and 14 boards and agencies.
- Long and short-term impacts on ability to recruit, retain and motivate employees.

RESPONSIBILITIES

1. Researches, analyzes and summarizes 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 in order to attract, retain and motivate a stable northern workforce.

- Monitors competitive trends in compensation, labour practices and related policies and processes in other jurisdictions (Federal, Territorial and Provincial) and public sector across Canada in order to identify GNWT's position in relation to its competitive ability for attracting and retaining a competent northern workforce.

- Determines the need for the depth and scope of research, data sources and collection methodology necessary to produce information that will clearly identify the issue.
- Develops surveys, contacts applicable organizations and collects information either through human resource systems or surveys.
- Leads and collaborates with the Business Performance Unit and other applicable units to respond to jurisdictional partners related to surveys.
- Designs, tests and operates quantitative and qualitative computer models and databases to analyze and project financial and human resource implications of changes.
- Provides quantitative analysis of government statistical data and, as a project leader, provide leadership and advice to team members on its interpretation and implications.
- Develops and implements models and procedures to consistently and reliably estimate the financial impact of options.
- Provides options for changes/additions to compensation, identifies human and financial implications of options, and makes recommendations on the most efficient and effective option in meeting the GNWT's long and short-term human and financial resource objectives for the public service.

2. The Compensation and Collective Bargaining Advisor is a key member of the Labour Relations Team that is responsible for strategic collective bargaining activities for the GNWT. Responsibilities of the incumbent include; preparations, participation during bargaining meetings and ensuring implementation of ratified provisions:

- Compiles, tracks and analyzes current collective agreement issues as identified by GNWT stakeholders through departmental focus group sessions.
- Oversees compensation research and is the contact with peers in other jurisdictions (federal/provincial/territorial) to confirm their experiences/issues related to specific employment groups.
- Monitors and reports on active labour activities in the NWT and other jurisdictions.
- Leads the collective bargaining research and coordinates sub-committees which include HR and other departmental representatives and co-chairs the Technical Committee to ensure that proposals are reviewed by those responsible for the implementation of such and obtain recommended solutions/options to address identified concerns that reflect the greater GNWT objectives to take back to the table(s).
- Based on relevant research, recommends collective bargaining strategies for the UNW and NWTTA tables.

- Anticipates, identifies and advises of any and/or potential impacts to changes to the agreements and bring forward to Bargaining Lead for consideration.
- Develops initial draft of collective bargaining issues paper and mandate decisions papers as well as opening proposals for the UNW and NWTTA.
- Tracks, monitors and reports on information gathered by collective bargaining research teams.
- Develops and maintains collective bargaining work plans for the UNW and NWTTA tables.
- Leads implementation activities of any changes to all Agreements, once ratified by developing an implementation plan and working with applicable subject matter experts to ensure execution.
- Drafts the new collective agreements, incorporating changes, identifying and recommending needed consequential changes, discussing changes with the Unions and obtaining approval from the appropriate parties.
- Works with the Manager, Policy and Communications to develop and review communication once new agreement has been ratified.
- In between bargaining years, calculates new yearly northern allowance rates and coordinates implementation.

3. Manages work plans to develop and obtain approval for modifications/additions to compensation or provisions to terms and conditions of employment and develops processes/options required to implement approved changes/additions.

- Determines required human and financial resources within and outside the division and/or department to complete the work plan. Develops a work plan that identifies required resources for each phase, critical decision points, and options for courses of action depending on the outcome of research and/or decisions. Assigns identified human resources based on appropriate KSA levels to tasks throughout the project.
- Monitors work plans to ensure timelines are met as identified, or alters timelines to accommodate realistic outcomes based on changing priorities of project team members (s) and or division.
- Develops briefing notes, option papers and recommendations for best courses of action for approval by Sr. Management, FMB and/or cabinet.
- Develops FMB Submission/Decision papers as required throughout the work plan.
- Develops legislative proposals, policy papers, guidelines, processes and procedures for the implementation of approved changes/additions.

4. Represents the Department of Human Resources on committees to provide support for other negotiations (e.g. program transfers, market supplements,

etc.); provides consistent costing methodology, prepares options and recommendations for monetary and labour relation provisions; and identifies possible implications of proposals to relative areas of HR functions.

- Responsibilities and related activities are carried out specific to targeted issues in preparation of collective bargaining and negotiations, separate from the incumbent's on-going work.
- Designs, develops and maintains costing databases that reflect the financial impact of changes to GNWT compensation as a result of GNWT proposal options in preparation for collective bargaining/negotiations and proposals put forward by the bargaining agents/committees and prepares reports and recommendations on courses of action for review by the bargaining team.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

Substantial concentration required for preparation for and during collective bargaining. Turn-around time for costing and attention to detail of proposals put forward whilst understanding the impact of specific proposals on other issues is substantial. There is a moderate need for sensory attention during negotiations. Required to pay close attention to body language, guarded conversations and reactions to statements or proposals made and anticipate follow-up and the work and time required to develop the costing for issues brought up.

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven knowledge and understanding of the integral relationship of labour relations, and federal, provincial and territorial legislation and how each can impact on benefits and compensation, collective agreements, employee compensation, job evaluation and human resource planning in order to identify each element that may be affected by a change in compensation.

- Proven analytic skills and experience in qualitative and quantitative methodology in order to provide the costing analysis and identify/develop formulas to be applied or which methodology may impact the outcome of statistical analysis.
- Proven ability to communicate, both orally, and in writing, with senior managers, technical staff, other employees and stakeholders in order to:
 - Obtain the pertinent compensation information and data from Government boards, agencies and departments who wish to maintain a degree of independence from the GNWT but who are subject to the Public Service Legislation and collective agreements;
 - Produce presentations for Senior Management and/or Cabinet (to clarify and obtain approval to proceed on courses of action) and other stakeholders; develop policies; legislative proposals, ministerial briefing notes, FMB Submissions, etc.
 - Work cooperatively with outside organizations and contacts to encourage participation in surveys which are critical to the development of GNWT compensation and bargaining proposals where other organizations are already experiencing heavy workloads and fewer resources.
- Proven ability to interpret collective agreements and legislation and to comprehend the context of questions asked in order to define the questions for clients who are not familiar with the available data nor the context for which it is required or what may be provided.
- Proven ability in the utilization of complex computerized spread sheets, database and statistical programs at application development level in order to manipulate data, develop models and provide detailed costing or quantitative information.
- Proven knowledge of word processing, spreadsheet development, presentation applications/programs and of human resource and financial computer systems.
- Proven ability to understand Public Service environments, culture, business strategies and compensation philosophy in order to determine whether or not it is feasible to pursue a course of action. Research and analysis into compensation and labour relation issues impact many areas of HR which can be time consuming to develop and implement.
- Proven ability to prioritize and organize effectively.

Typically, the above qualifications would be attained by:

This is normally obtained through a Bachelor's degree in commerce or business administration with an emphasis on labour relations, coupled with four years' experience performing labour research and developing policy at a corporate level, or as a human resource specialist in a unionized environment performing research and developing policy at a corporate level.

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