



IDENTIFICATION

Department	Position Title	
Finance	Manager, Accommodations, Investigations and OHS	
Position Number	Community	Division/Region
15-13495	Yellowknife	Labour Relations/HQ

PURPOSE OF THE POSITION

The Manager, Accommodations, Investigations and OHS manages the development and directs the implementation of changes or additions to the GNWT's labour relations strategies, policies, programs, guidelines, employment contracts and legislation to promote the establishment and maintenance of satisfactory labour management relations with the Government of the Northwest Territories (GNWT).

The Manager is responsible for advanced investigation services under the Harassment Free and Respectful Workplace Policy and Guidelines; guides investigations when serious misconduct and/or complex allegations are alleged of an employee or Manager of the GNWT; manages the duty to accommodate process within the GNWT including the application of the Duty to Accommodate Injury and Disability Policy and Guidelines to ensure compliance with Human Rights Legislation and the WSCC Safe Advantage Program and manages the development and implementation of the GNWT's Occupational Health and Safety Program.

SCOPE

Located in Yellowknife and reporting to the Director, Labour Relations, the position is responsible for the management of seven employees including three Investigation Specialists, three Duty to Accommodate Advisors; and one Corporate Occupational Health and Safety Advisor . Two of these employees work in Regional Human Resource Service Centers (DTA Advisors). The incumbent is responsible for the development of consistent and timely implementation, and interpretation of government-wide policies, procedures, legislation, and employment contracts, affecting the terms and conditions of employment for 5,500 public sector employees and 75 physicians. In addition to physicians, employees fall into one of five employee groups: members of the Union of Northern Workers, members of the Northwest

Territories Teachers' Association, employees excluded from union membership, senior managers and executive managers (Deputy Ministers).

The incumbent is responsible for establishing policy and procedures that ensure consistency in the level of service and quality of advice provided by staff, and must ensure the advice provided in the areas of accommodations, investigations and OHS can be relied on by management, as representing final level, expert assessments and recommendations. Authorities include the Public Service Act, human rights legislation (NWT and Federal), employment/common/labour law, federal legislation (income tax, employment insurance, superannuation, social benefit programs), terms and conditions of employment (Collective Agreements, Employee Handbooks and Executive Management Contracts), Workers Safety and Compensation Commission legislation including appeals/reviews and past practice.

The incumbent is responsible for the establishment and promotion of harmonious and constructive labour - management and employee - management practices in the areas of accommodations, investigations and OHS throughout the Government. The incumbent is also responsible for the provision of training and senior technical expertise in accommodations, investigations, and OHS for GNWT management at all levels, and for human resource staff in all seven human resource service centers across the NWT.

The incumbent is responsible to manage an operational budget of \$1.9M and the incumbent manages the provision of contract services related to accommodations, investigations and OHS including Request for Proposals for OHS training. The incumbent also provides support to Management in client departments in retaining contractors for non-policy investigations and mediation services.

There are a number of major challenges for this position:

- To ensure the consistency of labour relations advice in are areas of accommodations, and investigations and OHS, while offering advice that is responsive to operational considerations of the GNWT.
- To support managers and Human Resource staff working in various locations across the NWT in the areas of accommodations and investigations.
- To support harmonious labour - management relationships.
- Managing complex hybrid labour relations scenarios that overlap with our Policies and WSCC/Human Rights/Grievances. This is an area that is expanding rapidly for the GNWT.

RESPONSIBILITIES

1. Ensures the GNWT has appropriate, strategic, and progressive labour relations legislation, policies, procedures and practices in place.

- Reviews and/or develops recommendations and proposals/options and drafts 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 in the areas of accommodations, investigations and OHS. Areas of expertise include:

- Dispute management (grievances, mediations, arbitrations, civil claims);
- Human rights in the workplace (human rights complaints respecting accommodations, investigation and OHS under the Human Rights Act; family status, disability etc.);
- Duty to accommodate (management of absences, work hardening and re-integration, medical terminations, monitoring and analysis of trends);
- OHS Safety Program, including: committees and policies (drug testing, violence in the workplace, fitness standards, training standards, Safety Act and Workers' Compensation Act standards);
- Return to work under WSCC legislation and the Safe Advantage Program;
- WSCC Injury on duty claims, orders and directives (report of unsafe work), Review Committee appeals as they relate to accommodations, investigations and OHS;
- Work place investigations, (misconduct, Harassment Free and Respectful Workplace complaints); and
- Code of Conduct (conflict of interest, political activity, outside activities).
- Meets with WSCC Reps and Union Reps to discuss GNWT existing and proposed policies that impact bargaining unit employees to foster understanding of the policies.
- Along with the Finance senior management, the Manager of Advice and Adjudications, and the Manager Negotiations and Compensation represent the employer at regular Senior Joint Employer-Union committees.
- Maintains expertise in the area of employment and labour law with an emphasis on accommodations, investigation and OHS.
- Participates in Labour Relations related associations and ensures relevant information is relayed to Finance colleagues and GNWT Management on accommodations, investigations and OHS.
- Ensures the provision of consistent, timely expert advice in management-employee relations, and Labour relations respecting accommodations, investigations and OHS.
- Provides consultation services to the Investigator in all workplace investigations, and, in the Investigator's absence, co-ordinates and supervises all investigations.
- Establishes and maintains proactive communication with senior bargaining agents to discuss concerns and resolution mechanisms regarding both specific employee matters and broad employment initiatives.
- Manages the legal representation of the Employer in the resolution of labour disputes regarding, investigations, and accommodation and OHS matters.
- Writes or manages the preparation of briefing notes for the Deputy Minister and Minister on accommodation, investigation and OHS issues.
- Prepares summary labour relations information for the Public Service Annual Report, and other reports as required in the areas of Accommodations, investigations and OHS.

2. Ensures the timely implementation and interpretation of government-wide accommodation, investigations and OHS policies, procedures, legislation, and employment contracts, in a clear, understandable and client-focused manner.

- Ensures all information related to accommodations, investigations and OHS is clearly communicated to senior management, GNWT managers, Finance colleagues, and employees in a timely manner.
- Approves material content and co-ordinates the delivery of in-service training for employees and managers on accommodations, respectful workplaces and investigations and OHS.
- Manages the development of appropriate processes for implementation of new/amended policies, legislation, guidelines, etc. in consultation with other Finance staff and GNWT managers, where appropriate.

3. In consultation with the Director Labour Relations, the Manager Negotiations and Compensation, and the Manager Advice and Adjudication contributes to the collection, research and development of the GNWT collective bargaining proposals and/or changes to the terms and conditions of employment and/or manages or participate in negotiations with bargaining agents to resolve issues, or presents the GNWT's position at arbitration hearings.

- Contributes to the review and analysis of recommendations and/or options for proposals and determines which would be viable in meeting the GNWTs long and short-term human and financial resource objectives for the public service.
- Contributes to the review and analysis of bargaining proposals.
- Contributes to the development of collective bargaining strategies that mitigate the GNWT's position with respect to short and long-term impact on labour relations, salary budgets, employee attraction, retention and motivation. Reviews drafts of collective bargaining proposals/ contract language.
- Participates at the bargaining table as part of the bargaining team.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental demands.

Sensory Demands

There is intense prolonged need for sensory attention during accommodation, investigations or OHS situations/files.

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 decision in arbitrations without consultations with others. Can last two to five days on average, one to two times a month.

Mental Demands

Accommodations, investigation and OHS matters are often conducted under severe time constraints. Without swift attention to problem areas, there can be a rapid deterioration of employee/employer relations causing strain in the workplace. The wrong advice can also aggravate a situation and increase liability. This can place higher than average stress on the incumbent (20 percent of the time).

Unpleasant, direct personal contacts or concern about unpleasant situations are probable during accommodation, investigations and OHS situations.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven client service orientation;
- Proven ability to communicate, both orally and in writing;
- Proven human relations skills consistent with the need to supervise a number of employees and to provide effective performance management of those employees;
- Proven negotiation skills to resolve conflicts or negotiate agreement in a manner, which best serves, both the GNWT and the employee;
- Proven knowledge and understanding of labour law, employment, Human Rights precedents and case law, and their integration and effect on other human resource functions;
- Proven knowledge and understanding of the integral relationship between federal and territorial legislation and the impact of policy and legislation on collective agreements, management of the public service, employee recruitment, retention and motivation and human resource planning in order to identify each element that may be affected by any changes to terms and conditions of employment;
- 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;
- Knowledge of compensation models, GNWT budgeting practices, and costing of positions;
- Ability to analyze and interpret internal and external compensation data/patterns;
- Knowledge of statistical analysis techniques;
- Proven excellent organization, planning and time management skills;
- Proven problem-solving and organizational skills;
- Ability to work both independently and in groups;
- Proven collaboration skills;
- Proven strategic thinking skills;
- Proven analytical thinking
- Proven research skills;
- Proven critical thinking skills.

Typically, the above qualifications would be attained by:

The completion of a relevant degree and a minimum of six years of recent directly related experience, including at least three years in a senior role in an employee relations environment and a minimum of two years of supervisory experience.

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

Indigenous language: Select language

- Required
- Preferred