



## IDENTIFICATION

Department	Position Title	
Finance	Manager, Negotiations & Compensation	
Position Number	Community	Division/Region
15-16321	Yellowknife	Labour Relations/HQ

## PURPOSE OF THE POSITION

The Manager, Negotiations and Compensation manages the development and directs the implementation of changes or additions to the GNWT's collective bargaining 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.

## SCOPE

Located in Yellowknife and reporting to the Director, Labour Relations, the Manager, Negotiations & Compensation is responsible for the management of two Compensation and Collective Bargaining Advisors. The incumbent is responsible for the development of the GNWT's compensation philosophy strategic collective bargaining decisions and recommendations affecting the terms and conditions of employment for 5500 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 Manager manages the collective bargaining process including mandate and proposal development; costing; essential and emergency services agreements and negotiations; job action contingency planning; and implementation.

The incumbent is responsible for establishing 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 bargaining, essential and emergency services, job action contingency planning, and



compensation 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), 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 bargaining, essential and emergency services, job action contingency planning, and compensation, throughout the Government. The incumbent is also responsible for the provision of training and senior technical expertise in essential and emergency services and job action contingency planning for GNWT management at all levels, and for human resource staff in all seven human resource service centers across the NWT.

Several major challenges for this position are:

- To ensure the consistency of labour relations advice in areas of bargaining, essential and emergency services, job action contingency planning, and compensation, 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 bargaining, essential and emergency services, job action contingency planning, and compensation.
- To support harmonious labour-management relationships.

## **RESPONSIBILITIES**

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

- In consultation with the Director, Labour Relations selects appropriate discussion of collective bargaining proposals with relevant stakeholders.
- Meets with bargaining agents to discuss GNWT proposed policies that impact bargaining unit employees to foster understanding of the policy.
- Along with the Finance senior management and the Manager of Advice and Adjudications and Manager of Accommodations, Investigations, and OHS, represents the employer at regular Senior Joint Employer -Union committees.
- Maintains expertise around employment and labour law.
- Participates in Labour Relations related associations and ensures relevant information is relayed to Finance colleagues and GNWT Management on bargaining, essential and emergency services, job action contingency planning, and



compensation.

- Ensures the provision of consistent, timely expert advice in management-employee relations, and Labour relations respecting bargaining, essential and emergency services, job action contingency planning, and compensation.
  - Manages the legal representation of the Employer in the resolution of essential and emergency services disputes.
  - Manages the GWNT wide job action contingency planning while providing expert advice to human resources personnel and GWNT management.
  - Writes or manages the preparation of briefing notes for the Deputy Minister and Minister on bargaining, essential and emergency services, job action contingency planning, and compensation issues.
- 2. 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 Areas of expertise include:**
- Employment contract interpretation and drafting (physicians, teachers, UNW members, excluded employees, senior management, and executive managers).
  - Trends in collective bargaining, with emphasis on the public sector - terms and conditions of employment, essential services, and labour activity and disputes.
  - Compensation trends and costing methodologies.
  - Essential and emergency services requirements and job action contingency planning.
  - Government restructuring (devolution of services to and from the GNWT).
- 3. Leads and manages the collection, research, and development of the GNWT collective bargaining proposals and/or changes to terms and conditions of employment and/or manages or participates in negotiations with bargaining agents to resolve issues.**
- Reviews and analyzes recommendations and/or options for proposals and determines which would be viable in meeting the GNWT's long and short-term human and financial resource objectives for the public service.
  - Reviews and/or directs the review and analysis of bargaining proposals.
  - In consultation with the Director, Labour Relations, the Manager Advice and Adjudications, and the Manager Accommodations, Investigations and OHS develops 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.

- Analyzes collective agreements across Canada to keep abreast on current issues and best practices, with emphasis on public sector agreements.
  - Oversees the development of the collective bargaining costing methodology and base in preparation for mandate development and costing of employer and union proposals.
  - Drafts and/or reviews collective bargaining mandate papers.
  - Drafts collective bargaining proposals/ contract language.
  - Presents and negotiates the GNWT's position at the bargaining table as part of the bargaining team.
  - Manages the participation of professional staff, and/or participates on interdepartmental, intergovernmental, and inter-jurisdictional committees established to review new and/or existing government initiatives which may impact the employee/employer relationship.
  - Manages the implementation activities of any changes to all Agreements, once ratified, which includes ensuring communication plans are in place.
  - Manages the annual calculations of northern allowance rates and oversees their implementation.
  - Manages the ongoing research, analysis, and evaluation of collective bargaining issues during times when negotiations are not in process, including issues tracking, to continue to stabilize labour and employment relations within the GNWT, and in preparation and anticipation of subsequent bargaining sessions.
- 4. Manages 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:**
- Facilitating discussion and 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.
- 5. Leads and oversees the collection 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.**
- Assesses 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.



- Ensures the required degree of depth and scope of research, data sources and collection methodology necessary to produce information that will clearly identify the issue.
- Oversees the design and operation of quantitative and qualitative computer models and databases to analyze and project financial and human resource implications of changes.
- 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.

**6. Leads and manages the essential and emergency services process ensuring compliance with legislative requirements, the identification of critical functions, and provides strategic advice on any necessary redeployment requirements.**

- Responsible for the provision of training and senior technical expertise in essential and emergency services pursuant to the *Public Service Act*, critical functions, and redeployment requirements in the event of job action for GNWT management at all levels, and for human resource staff in all seven human resource service centers across the NWT.
- Lead contact in managing and providing expert level advice regarding the identification of essential and emergency services for all GNWT departments/boards/ agencies.
- Lead Department of Finance representative in essential and emergency services negotiations with employee associations and works collaboratively with and provides direction to legal counsel in negotiations, mediations, and arbitrations.

**7. Leads and manages the development, co-ordination, and implementation of the GNWT wide job action contingency plan and co-ordinates and provides strategic advice to all GNWT departments/boards/agencies on departmental job action contingency plans.**

- Responsible for the provision of training and senior technical expertise in job action contingency planning in the event of job action for GNWT management at all levels, and for human resource staff in all seven human resource service centers across the NWT.
- Oversees the development of the GNWT wide job action contingency plan.
- Co-ordinates and provides expert level advice to GNWT management on departmental job action contingency plans.
- Participates on the GNWT Job Action Contingency and Redeployment Committee, providing expert level strategic advice to human resource colleagues and deputy ministers.



- 8. Lead representative for Labour Relations on committees to provide support for other negotiations (e.g., program transfers, market supplements, use of agencies etc.); ensures 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 or projects.
  - Provides expert level advice regarding the terms of any required bridging/transition agreements and is lead contact with the appropriate employee association.
  - Oversees the financial costing of and terms and conditions comparison research or market supplement level and provides expert level advice on best strategic approach.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

There is intense prolonged need for sensory attention during negotiations. Substantial concentration required for preparation for and during collective bargaining. Turn-around time for costing and attention to detail of proposals put forward while understanding the impact of specific proposals on the other issues is substantial. 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 without consultations with others. Can last two to five days on average, one to two times a month during bargaining cycle.

### **Mental Demands**

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 during collective bargaining, essential and emergency services



negotiations/arbitrations, and job action contingency planning.

Unpleasant, direct personal contacts or concern about unpleasant situations are probable during negotiations.

Collective bargaining requires sustained periods of intensive and extended hours of work.

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

- Client service orientation.
- Ability to communicate, both orally and in writing.
- Human relations skills consistent with the need to supervise several employees and to provide effective performance management of those employees.
- Negotiation skills to resolve conflicts or negotiate agreement in a manner, which best serves, both the GNWT and the employee.
- Knowledge and understanding of labour law, employment, Human Rights precedents and case law, and their integration and effect on other human resource functions.
- 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 to identify each element that may be affected by any changes to terms and conditions of employment.
- 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.
- Organization, planning and time management skills.
- Problem-solving and organizational skills.
- Ability to work both independently and in groups.
- Collaboration skills.
- Strategic thinking skills.
- Analytical thinking
- Research skills; and
- Critical thinking skills.



- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

A relevant bachelor's degree, and 5 years negotiation experience, and one year 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