



## IDENTIFICATION

Department	Position Title	
Finance	Manager, Adjudication and Advice	
Position Number	Community	Division/Region
15-0026	Yellowknife	Labour Relations

## PURPOSE OF THE POSITION

The Manager, Advice and Adjudications manages the development and directs the implementation of changes or additions to the Government of the Northwest Territories' labour relation 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).

## SCOPE

Located in Yellowknife and reporting to the Director, Labour Relations, the incumbent is responsible for the management of nine positions including four Labour Relations Advisors, three Adjudications Advisors, one Junior Labour Relations Advisor and one Labour Relations Coordinator.

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 all public sector employees and 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 procedures that ensure consistency in the level of service and quality of advice provided by labour relations staff and must ensure the advice provided 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), 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 representing the employer in all employment related civil court, human rights, and arbitration cases.

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

## **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. Areas of expertise include:
  - Employment contract administration (physicians, teachers, UNW members, excluded employees, senior management);
  - Government restructuring (devolution of services to and from the GNWT, department re-organization, boards and agencies structure);
  - Dispute management (grievances, mediations, arbitrations, civil claims);
  - Human rights in the workplace (discrimination allegations, human rights complaints);
  - Employee discipline;
  - Equal pay for work of equal value;
  - Attendance management;
  - Performance appraisals;
  - Probationary periods;
  - All terminations of employment (for cause, termination agreements, medical, rejection on probation, abandonment);
  - Code of Conduct (conflict of interest, political activity, outside activities);
  - Exclusion from the bargaining units;
  - Recruitment and development agreements (transfer assignments, secondments, education leave and return of service contracts, job share arrangements);
  - Application of job evaluation results;
  - Relocation and removal benefits; and



- Medical travel assistance.
- In consultation with the Director, Labour Relations, selects appropriate discussion of 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 Finance senior management, represents the employer at regular Senior Joint Employer -Union committees.
- Maintains expertise in employment and labour law.
- Participates in Labour Relations related associations and ensures relevant information is relayed to Finance colleagues and GNWT Management.
- Ensures the provision of consistent, timely expert advice in management-employee relations, and labour relations.
- Manages the legal representation of the Employer in the resolution of all labour disputes and (grievances, arbitrations, human rights complaints, settlements)
- Writes or manages the preparation of briefing notes for the Deputy Minister and Minister on labour relations issues.
- Prepares summary labour relations information for the Public Service Annual Report, and other reports as required.

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

- Ensures all information related to labour relations is clearly communicated to senior management, GNWT managers, Finance colleagues, and employees in a timely manner.
- Co-ordinates the delivery of in-service training for employees and managers on labour relations topics.
- 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, and the other Managers in Labour Relations, contributes to 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, 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 GNWT's 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 demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

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. Lasts two to five days on average one to two times a month.

### **Mental Demands**

Labour relations work can be done 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 investigations and negotiations.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Client service orientated.
- Ability to communicate, both orally and in writing.
- Proven 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 labour relations, labour standards, precedents and case law, and their integration and effect on other human resource functions.



- Knowledge and understanding of the impact of policy and legislation on collective agreements, management, 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;
- 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;
- 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 such as business administration, industrial relations, or commerce, coupled with 5 years in a relevant field, including at least two years in a senior role in an employee relations environment and a minimum of one year of supervisory experience.

Equivalent combinations of education and experience will be considered.

**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