

**EXTERNAL JOB OPPORTUNITY**

<b>POSITION:</b>	<b>MANAGER, EMPLOYEE RELATIONS</b>	<b>JOB POSTING #:</b>	<b>2021-0016</b>
<b>POSTING PERIOD:</b>	<b>Friday, January 22, 2021 at 8:30 AM to Friday, February 19, 2021 at 4:30 PM</b>		
<b>DEPARTMENT:</b>	Employee Relations	<b>UNION:</b>	Non-Union
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	NU0024
<b>POSITION STATUS:</b>	Regular Full-Time	<b>GRADE/CLASS:</b>	NU14
<b># OF POSITIONS:</b>	1	<b>RATE OF PAY:</b>	\$110,122.68 - \$133,855.38
<b>POSITION #:</b>	00000203	<b>SHIFT WORK REQ'D:</b>	No

**DUTIES:**

Reporting to the City Clerk & Licence Commissioner – Corporate Leader – Public Engagement & Human Services, this position will be responsible to ensure the effective delivery of services in the areas of labour relations and negotiations for the Corporation. Co-chair and Chair of Corporation’s Negotiating Committee when bargaining with five (5) unions and two (2) Associations and ensures the preparation of submissions for all collective bargaining; upon completion of negotiations, will prepare the Minutes of Settlement and Collective Agreements for signature by respective parties. Responds to Management, Union and external enquiries regarding appropriate matters, including the interpretation of collective agreements, legislation and Corporation policies and procedures; Will mediate/conciliate grievances, disputes between management and various unions; Review and provide direction to Management in the preparation for grievances and arbitration. Interpret collective agreement, legislation, policies and procedures and practices as they relate to grievances; will represent the Corporation by attending Arbitration hearings with legal counsel. Chairs various meetings; researches and prepares appropriate reports and correspondence, will prepare and author Council reports and attend Council meetings; Direct, manage and supervise staff in the Employee Relations Division including matters related to recruitment, training, attendance and performance appraisals; acts on behalf of the Executive Director of Human Resources when required; maintains amiable relations with the public and fellow staff. Will perform Occupational Health & Safety duties as outlined in the Corporation’s Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have a University degree in Political Science or Human Resources or Ontario Ministry of Education equivalency and a minimum of six (6) years of experience in Human Resource Management in a computerized environment, particularly in the areas of labour relations, Occupational Health & Safety and Worker’s Compensation; **OR**
- Must have a post secondary school community College diploma in Political Science or Human Resources or Ontario Ministry of Education equivalency and over ten (10) years experience in Human Resource Management in a computerized environment, particularly in the areas of labour relations, Occupational Health & Safety and Worker’s Compensation;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's License is required in accordance with the Highway Traffic Act and must provide a driver’s abstract as a condition of employment;
- Must have research and analytical skills;
- Must have excellent written, verbal, presentation, and interpersonal communication skills;
- Thorough knowledge of all applicable legislation
- Proven communication and organizational skills;
- Should be familiar with the Occupational Health & Safety Act, its regulations and knowledge of hazards associated with work;

**CONTINUED...**

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- Will be required to complete and remain current as per the requirements of the Corporation's Management Certificate Program;
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset;
- The physical demands analysis associated with this job indicates a light level of work.

**HOW TO APPLY:**

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact [recruitment@citywindsor.ca](mailto:recruitment@citywindsor.ca) or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.  
To apply for this position, click [APPLY NOW](#)
- Visit our website at [www.citywindsor.ca](http://www.citywindsor.ca)

**NOTE:**

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**