

HUMAN RESOURCES CONSULTANT – EMPLOYEE RELATIONS

Full Time Employment Opportunity

Reporting to the Management Supervisor, Employee Relations, the Human Resources Consultant – Employee Relations is responsible for providing labour/employee relations services. This position provides guidance and consultation to management and employees, as well as administering and interpreting various collective bargaining agreements and organizational policies and procedures.

Duties:

- Provide consultation and clarification regarding collective agreement administration.
- Conduct investigations into allegations of employee misconduct, for example: harassment, theft and fraud. Coordinate investigations with Corporate Security as required.
- Provide consultation and recommendations to management regarding staff discipline.
- Ensure consistency in the administration of progressive discipline up to and including termination recommendations.
- Draft letters as required for purposes such as discipline, grievances, etc.
- Write reports regarding investigations and grievances
- Arrange grievance hearings, liaising with the Union and appropriate Management representatives.
- Provide input on grievances.
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- Participate in grievance hearings and provide support and assistance to management.
- Correlate evidence for matters referred to arbitration and assist in those hearings. May be called to testify at any proceeding arising from their function.
- Provide recommendations regarding termination of employment to senior management.
- Ensure appropriate updates are made in the HRIS system.
- Produce reports related to employee absenteeism.
- Document and log employee absenteeism information. Issue correspondence to employees to ensure thorough documentation.
- Provide reports on absenteeism statistics monthly, quarterly and annually.
- Analyze report data to identify employees who should be included in the Attendance Management Program (AMP), or who require further follow-up meetings; or who will be removed from the program.
- Meet with employees to provide guidance, options and assistance in order to remedy absenteeism issues.
- Recommend employee terminations related to absenteeism in consultation with department management as well as senior human resources management.
- Provide assistance to managers regarding performance management.
- Advise managers and employees on related legislation and collective agreement interpretation.
- Complete Status Change Forms, including appropriate documentation, as required.
- Ensure appropriate notifications sent were applicable.
- Maintain logs regarding LR activities; Attendance Management Program (AMP) and/or Union Business.
- Run or complete various reports, as required.
- Other related duties as assigned.

Primary Qualifications:

- Completion of a post-secondary education in Human Resources management, Labour Studies, Labour Relations or related field, or an equivalent combination of training and experience.
- A minimum of three (3) years' experience in Human Resources, with a minimum of one year in the employee/labour relations area.
- Must demonstrate excellent written and verbal communication skills and must be able to facilitate meetings and effectively handle sensitive discussions with tact and diplomacy.
- Working knowledge of applicable Manitoba labour legislations – particularly the Human Rights Code, Employment Equity Act, Employment Standards Code, Labour Relations Act, and Liquor and Gaming Control Act.
- Intermediate skills in Microsoft Office (Word, Excel and Outlook).
- Strong analytical and organizational skills, and attention to detail.
- Experience in a unionized environment, with emphasis on multi-union environment.
- Thorough knowledge of Manitoba Liquor & Lotteries collective agreements, employee benefits and policies & procedures.
- A Canadian Human Resource Professional (CHRP) designation is an asset.
- The core competencies for this position include achieving quality results, adaptability/managing change, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. These competencies are deemed important for the success of the position and organization.
- Satisfactory work performance in the preceding twelve (12) months is a requirement. Attendance rate will be a factor in the pre-screening process.

Secondary Qualifications:

- Bilingual (French/English) language skills.

*** Testing may form part of the screening/selection process. Employment Equity will be a factor in the recruitment process.

Salary: \$31.74-\$42.10
Bargaining Unit: Exempt
Location: Buffalo Place

Individuals should apply by completing our online application form at www.mbl.ca/jobs or by submitting a resume and application to careers@mbl.ca

All applications are due by November 23, 2022.

We thank all interested applicants, however, only those selected for interviews will be contacted.