

**POSITION:** Labour Relations Consultant  
**DEPARTMENT:** Labour Relations/HR Services  
**DATE:** July 2014

**Deadline for receipt of applications:  
4:30 p.m., Friday, May 18, 2018**

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### **POSITION SUMMARY**

Reporting to the Director of Labour Relations and working with school boards, the Labour Relations Consultant (LRC) provides labour relations and human resource advice to school divisions regarding union and nonunion employee workplace issues, collective agreement and legislation interpretation, grievances, arbitration matters, and Manitoba Labour Board issues. The LRC, as an agent for the board, coordinates and serves as the lead negotiator/spokesperson for the collective bargaining of teacher and support worker collective agreements and represents school divisions in conciliation, mediation, and interest arbitration.

### **MAJOR ACCOUNTABILITIES**

- Negotiates teacher and support staff collective agreements on behalf of school boards
- Coordinates and facilitates provincial, regional and local strategic planning regarding collective bargaining and emergent labour relations issues
- Represents school boards in conciliation, mediation, interest arbitration, and at Manitoba Labour Board hearings
- Provides labour relations and human resource advice to school boards, senior school division administration, and human resource personnel
- Represents MSBA, along with Manager, Finance and Administrative, on the MSBA Pension Plan for Non-Teaching Employees of Public School Boards in Manitoba
- Represents MSBA on committees for the provincial group life plan, dental insurance plan, and the provincial LTD plan for non-teaching staff of school divisions
- Coordinates committees including the Manitoba Universal Standards Trust Fund and the Human Resource Liaison Network Group
- Develops and presents seminars regarding collective bargaining, labour relations and human resources topics.

### **NATURE & SCOPE OF POSITION**

Labour Relations Consultants act as lead spokesperson for the majority school divisions in Manitoba; combined, they negotiate nearly 100 teacher and support employee collective agreements. This position also provides direction and advice to school divisions who bargain on their own. The impact of collective bargaining affects nearly 23,000 school division employees.

The position formulates collective bargaining strategies for school board negotiating committees. While the scope of bargaining is divisionally autonomous, the LRC must be cognizant that bargaining outcomes may impact other school divisions and may set provincial precedent.

The LRC also provides labour relation/human resource advice and strategies to school boards including their senior school division administrative and human resource personnel related to their ongoing

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operations. Dealing with issues as they arise or grievances, decisions made can have a significant impact on the operations of a division or may set provincial precedent.

## **KEY DUTIES & RESPONSIBILITIES FUNCTIONS**

### **A. Collective Bargaining**

#### **➤ *Lead Negotiator/Spokesperson:***

- Serves as lead negotiator for teacher and support staff collective agreements on behalf of assigned school boards
- Prepares and presents updates and progress reports to bargaining committees, board members and other employer stakeholders
- Coordinates the analysis and costing of union proposals and employer positions and responses and makes recommendations or provides advice as necessary
- Presents employer positions and responses to union at the bargaining table.
- Works with union counterparts to assess opportunities and solutions to bargaining issues.
- Provides direction to school divisions during bargaining impasse situations such as strike, lockout, conciliation, mediation or interest arbitration
- Prepares memorandum of agreements
- Prepares salary bulletins to notify and inform other divisions as to relevant provisions negotiated at the bargaining table for a particular school division
- Ensures collective agreements accurately reflect what has been negotiated

#### **➤ *Collective Bargaining Research & Preparation:***

- Maintains up-to-date knowledge of bargaining at other school division bargaining tables, trends in provincial public sector collective bargaining, national trends in teacher and support staff collective bargaining
- Conducts research to prepare or to advise school boards on local or provincial bargaining strategies and on the preparation of issue-specific bargaining positions
- Assists school boards with the review of existing collective agreements, board policies, labour and bargaining trends, legislation and legal jurisprudence
- Facilitates the development of school board bargaining goals, strategies, costing and mandates
- Provides orientation and education support to trustees to familiarize them with the collective bargaining process
- Prepares collective bargaining documents throughout the bargaining process

#### **➤ *Conciliation/Mediation:***

- Represents school boards at conciliation and/or mediation working with officials and union representatives to clarify positions and obstacles and to continue to problem solve/negotiate a collective agreement

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➤ **Interest Arbitration:**

- Recommends management nominees and arbitrator chairpersons for teacher interest arbitration
- Develops strategies for interest arbitration
- Develops and presents the division's case before interest arbitration boards
- Debriefs school boards and school division administration on the outcomes of interest arbitration awards and the implications and implementation of said awards

➤ **Follow-Up:**

- Coordinates the implementation of new collective agreements including resolving issues of dispute between the parties in the final compilation of the collective agreements and provides contract interpretation sessions to division personnel regarding the revised collective agreement as necessary

➤ **Manitoba Labour Board Representation:**

- Represents school divisions at the Manitoba Labour Board on issues such as union certification initiatives, first collective agreements and unfair labour practice allegations

**B. Labour Relations & Human Resource Consultation**

- Advises on the interpretation of collective agreement, interest arbitration and Labour Board awards, legislation, grievance arbitration decisions, etc., in regards to applicability to the school division(s)
- Advises school division senior administration and human resource personnel on labour relations and general human resource matters, labour legislation, board policies, and legal jurisprudence
- Liaises with legal counsel regarding grievances and other labour relations matters
- Acts as a resource and/or agent in dealing with school division grievances in attempts to resolve grievances or bring them forward to arbitration
- Assists school divisions with the recruitment of senior administration and human resource personnel as requested; provides advice regarding senior position contracts and contract negotiations
- Advises school divisions on classification, compensation and employee benefit matters
- Assists in resolving complaints respecting the application and interpretation of collective agreements
- Facilitates human resource management strategic planning processes with division human resource personnel

**C. Committees & Special Projects**

- Works with regions of school divisions to apprise them of collective bargaining issues and strategies being used by unions or other organizations. Provides advice, information, options, and direction where required

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- Coordinates the Pension Committee and provides resources to pension trustees, liaises with all service providers, and is involved with all aspects of the pension plan
- Serves on the provincial benefit plan committees (dental, group life, LTD) as a plan trustee and provides direction. Provides ongoing maintenance with all aspects of these plans
- Coordinates the Manitoba Universal Standards Trust (MUST) Fund Committee to assess school division applications for reimbursements of legal costs related to labour relations issues, grievances, and arbitrations
- Coordinates the Human Resource Liaison Committee and brings issues to the attention of school division human resource personnel pertaining to new legislation, labour relations, human resources, arbitration awards and collective bargaining
- Participates with school trustees, union representatives or school division personnel on special projects or committee work related to labour relations or human resource matters
- Conducts analysis of issues which cross school division boundaries including high level bargaining strategies and direction, legal issues and impact of arbitration or Labour Board decisions
- Performs special research tasks as assigned
- Acts as representative or staff resource on committees such as Department of Education committees (Certificate Review, Credentials Committee), and other ad hoc committees.
- Develops appropriate labour relations resolutions for the MSBA convention for MSBA Executive consideration

#### **D. Workshops and Other Training**

Develop and deliver workshops/presentations on labour relations and human resource management for school trustees, division personnel or other provincial organizations such as MASBO and MASS

#### **QUALIFICATIONS**

A college/university degree with labour relations/human resource courses or an equivalent level of education combined with a minimum of four years of progressive labour relations experience, with experience as a lead spokesperson in collective bargaining and administration/interpretation of collective agreements and dispute resolution.

Necessary expertise includes high levels of interpersonal, problem-solving, written and oral communication skills, judgment and tact.

Proficiency with various software programs and prior use of latest technology related to communication and preparation of documents would be an asset.

Knowledge of pertinent labour legislation, labour trends and negotiation strategies is required.

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## **COMPETENCIES**

### ***Working Conditions:***

The LRC must be prepared to work varying hours of work (day, evening, nights, and weekends) and must be prepared to travel extensively throughout Manitoba.

### ***Political Acumen:***

The LRC must operate with the greatest of tact and recognize explicit or implicit underlying Politics.

### ***Facilitation & Consultation:***

Labour Relations Consultants may also be called upon to facilitate work/discussion groups at conferences or seminars.

### ***Negotiation:***

Incumbents are required to have the ability to negotiate with union representatives representing the employer.

### ***Communication:***

This position requires that the LRC has proficient verbal, nonverbal, written and presentation and training skills. The incumbent must be able to think quickly and express appropriate answers or positions at the bargaining table. The consultant must also be able to develop clear, concise and focused collective agreement language and other documents.

### ***Conflict Resolution Skills:***

Incumbents are expected to be skilled in dealing with conflict situations, including mediation skills.

### ***Knowledge:***

The LRC must possess a current working understanding of HR and LR legislation and related jurisprudence and its application to collective bargaining, labour relations, and arbitration.

### ***Team Work:***

The LRC requires strong team work skills in functioning both with other staff in the MSBA office as well as trustees, division staff, Union representatives and other parties.

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