



LABOUR RELATIONS SPECIALIST

The Canadian Office and Professional Employees Union is seeking a temporary full-time Labour Relations Specialist until mid-October 2021.

REQUIREMENTS:

The selected candidate must be able to perform the following duties and other related duties:

- 1. Membership Service:** The Labour Relations Specialist is a resource person and advisor for members with work related problems. In this regard, the Labour Relations Specialist shall a) provide assistance and accurate advice with grievances and discipline; b) advise members as to their rights and obligations under relevant legislation and regulations, their Collective Agreement, COPE Ontario Constitution and the Local's By-laws.
- 2. Grievances, representation, arbitrations, and other legal matters:** The Labour Relations Specialist advises and represents members; investigates, prepares, presents and represents members in grievances with the assistance of Stewards and Executive officers; and assists with arbitrations, Labour Relations Board (or equivalent) proceedings and makes determinations on the merit and filing of grievances or resolving workplace/policy issues in alternative formats.
- 3. Contract Negotiations:** The Labour Relations Specialist, **in conjunction with the local union**, will assist and/or lead local bargaining teams which includes all tasks associated with contract negotiations, including research, drafting of contract proposals, bargaining, organizing around the bargaining process, conciliation, mediation, and preparation for job action.
- 4. Resource to the Local's Executive:** The Labour Relations Specialist is a resource person and advisor to the local Executive and assists it in the carrying out of its duties. The Labour Relations Specialist shall provide support and mentorship of local executive and stewards. The Labour Relations Specialist will, if requested, attend monthly Executive meetings, and shall report to the meeting, as deemed appropriate by the Executive. When requested, the Labour Relations Specialist shall attend membership and local unit membership meetings, and Local committee meetings. Help organize general membership meetings, steward meetings, joint labour-management meetings, and arrange on-site location unit visits as needed.
- 5. External Liaison:** As needed the Labour Relations Specialist, **in conjunction with the local union**, is a liaison between the Local and the Local's Employers and other affiliated groups, including unions, political organizations, associations, students' unions, etc.
- 6. Administration & Training:** The Labour Relations Specialist will aid the Local President and other officers to ensure efficient operation of the Local's Office in all administrative matters. Conduct workshops, presentations, and training as required.

7. It is understood that the emphasis placed on the tasks in this job description may vary from time to time based on the needs of the Local. Setting of priorities shall be done in consultation with COPE Ontario's Director.

8. This job requires the employee to travel to different parts of the province, and to work evenings and the occasional weekend as required and agreed to. The workspace is flexible and the office space available is sometimes shared. [With COVID-19 protocols in place, this position would work from home with only emergency travel if required – under normal circumstance this position works out of our Toronto office]

QUALIFICATIONS

Post-secondary education in a relevant field and a minimum of two years of directly related work experience or an equivalent combination of education and directly related work experience in labour relations.

- Experience with trade unions and social justice organizations which would include an extensive knowledge of trade unionism, the Canada Labour Code, the Labour Relations Act, understanding of collective bargaining, employment standards, workplace dynamics and the value of public services is required.
- Direct experience in grievance handling, collective bargaining and other labour relations work including discipline, and member representation.
- Ability to effectively establish priorities and meet deadlines while working in a fast pace work setting as demonstrated through personal experience, individually or in a team environment.
- Excellent relationship management skills, including listening, advocating, negotiating, advising and conflict resolution, and situation-appropriate assertiveness are required.
- Demonstrated knowledge of an anti-racism and anti-oppression framework and the ability to ensure communications and membership outreach are inclusive to the multiple needs of members.
- French language proficiency, both written and verbal, is an asset.
- Excellent skills in using Office 365 including Microsoft Word, Outlook, PowerPoint, and Excel.
- Have an Ontario driving license and access to a reliable vehicle.

COPE Ontario is a diverse, progressive membership driven collective of Union locals that protects members' rights and empowers them to unite for better workplaces and communities.

Starting date: Immediately

Salary: The salary and conditions of employment are in accordance with the collective agreement between COPE Ontario and the International Association of Machinists and Aerospace Workers Union, Local 1922, District 78.

Qualified applicants should fax or e-mail their resume no later than February 19, 2021 to:

Patty Clancy, Director

Fax: 416-703-8520

Email: director@copeontario.ca