**Labour Relations Specialist**

The Labour Relations Specialist contributes to developing and maintaining a positive work environment and a productive workforce by providing leadership, expert advice and training to leaders and supervisors. Ensures that the goals and objectives are achieved, while promoting and respecting the company's culture and the environment. The Labour Relations Specialist is a non-unionized position that performs a range of Human Resource duties with a focus on maintaining positive working relationships and resolving labour issues within the company, in accordance with legal obligations, internal policies, collective agreements and industry best practices.

**Labour Relations Specialist Responsibilities:**

* Provide advice, guidance and direction to Human Resources and Management on the administration and interpretation of collective agreements and policies.
* Participate in the development, recommendation, review and update of labour relations strategies, policies, and programs.
* Represent and support management in internal and external grievances proceedings such as mediations, arbitrations, Human Rights Tribunals, and Labour Board processes.
* Work with legal counsel, Human Resources, and Lines of Business to prepare and finalize arbitration briefs.
* Chair and participate in joint meetings with the union partners and management.
* Maintain knowledge of Employment legislation.
* Perform activities relative to the Labour Relations Act and other relevant legislation.
* Prepare and present labour relation training material to various internal clients.

**Labour Relations Specialist Requirements:**

* A university degree in Business with a major in Human Resources or Labour Relations or Law.
* 5 years’ experience in working in a labour relations team or a law firm.
* Experience conducting investigations and document findings to withstand legal scrutiny.
* Demonstrated ability to provide beneficial recommendations to solve HR related issues related to laws, policies and regulations.
* In depth knowledge of collective agreements and terms and conditions of employment.
* Ability to interpret and implement organizational policies and procedures.
* Discretion and confidentiality is essential with the ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
* Ability to build and maintain lasting relationships with corporate departments and key external stakeholders.
* Superior communication skills with individuals at all levels of the organization.
* Strong problem identification and problem resolution skills; basic research and data analysis skills.
* Motivated individual with proven initiative to work efficiently independently as well as part of a team.
* Excellent time and project management skills with great attention to detail.
* Computer literacy, including effective working skills of MS Office.
* A professional designation, CHRP, CHRL.
* Experience working in a multicultural environment.