



OPL 07-2024

HUMAN RESOURCES & LABOUR RELATIONS MANAGER

Status: Full-time, Permanent (On-site)
Hours: 35 hours per week. Evenings and weekends may be required.
Location: McLaughlin branch, 65 Bagot St, Oshawa, ON
Posted: February 26, 2024
Closed: March 18, 2024

Oshawa Public Libraries is a dynamic award-winning library that enriches the lives and potential of the people of Oshawa by connecting them to the world of information and each other. Located 1 hour from downtown Toronto, Oshawa is a fast-growing city with a busy 4 branch library system and over 100 full-time and part-time employees serving a population of 175,000 people.

Oshawa Public Libraries is seeking an experienced Human Resources and Labour Relations Manager to provide strategic guidance and support to the Management Team in all matters relating to human resources and labour relations. We invite you to bring your expertise and commitment to positive labour relations and human resource management in a role where you can make a real difference in the community.

DESCRIPTION

Reporting to the CEO, the Human Resources and Labour Relations Manager is a member of the Library's Management Team and is responsible for recruitment, compensation, benefits, accommodations and leaves, training and development, DEI initiatives, performance management, collective agreement, legislation, policy interpretation and administration, dispute resolution, HR policies & procedures, and managing Labour/Management relations within the Library.

RESPONSIBILITIES

- Provides day to day leadership and guidance to the Management Team on the interpretation of the Collective Agreement, human resources policies, and relevant legislation related to unionized staff
- Develops recommendations to proactively address issues and concerns
- Models collaborative, cross-portfolio engagement to build consensus and create solutions to complex issues; demonstrated experience in the development and implementation of effective strategies to optimize employee and labour relations
- Provides Managers guidance and support on dealing with complaints, assists in the development of investigation questions, recommends performance management strategies including appropriate levels of discipline, advises and creates the content and structure of disciplinary/counseling letters and ensures effective resolution of issues
- Responds to grievances: gathers facts, develops chronologies, and responds to letters from the Union and leads grievance meetings, as required

- Maintains grievance databases: enters grievances, identifies trends, runs bi-annual reports ensuring there is a corporate grievance history
- Lead for the bargaining team: researches and organizes industry data, facilitates the consultation process, facilitates the development of employer proposals and negotiations, and leads the implementation of the memorandum of settlement
- Supports the arbitration process, researches Labour arbitration case law decisions as needed and obtains legal opinions, as required
- Manages and leads the HR team
- Serves on the following internal Committees:
 - Co-Chair of the Management/Union Committee
 - Co-Chair of the Joint Job Evaluation Committee (JJEC)
 - Operational Continuity Committee

QUALIFICATIONS

- University Degree or College Diploma in Labour Relations or Human Resources Management required
- Labour Relations Studies certificate or equivalent is preferred
- Certification as a Certified Human Resources Professional (CHRP) is preferred
- Minimum of 5-7 years related human resources and labour relations experience and expertise in labour and employee relations with particular emphasis on collective bargaining, performance management, dispute resolution, investigations and labour and employee relations required
- Minimum of 3 years labour management experience
- Demonstrated experience and in-depth knowledge of Labour Relations or Personnel Management with specific experience in administering and interpreting collective agreements, collective bargaining, grievance handling, performance management, managing labour/management relationship, investigations, human rights complaints, and workplace accommodations
- Knowledge and experience with employment law and labour legislation, such as Employment Standards Act, Labour Relations Act; Occupational Health & Safety Act; Ontario Human Rights Code, and other relevant legislation and/or regulations, including understanding the application of common law principles
- Demonstrated knowledge of MS Office suite of products including Microsoft 365

SKILLS

- Strong verbal and written communication skills - report writing, presentation, and facilitation skills
- Excellent interpersonal and relationship building skills; professional, diplomatic and confident with a proven ability to work with individuals across all levels of the organization
- Possesses a high level of accountability and proven capability to identify opportunities, take initiative, plan and think through future implications

- Innovation, flexibility, and adaptation skills to adapt methods, technologies, or techniques based on needs
- Resourceful, highly organized self-starter with a demonstrated ability to multi-task priorities and assignments
- Advanced negotiation and consensus building skills with the ability to proactively problem-solve complex issues with a variety of stakeholders.
- A team player who maintains confidentiality
- Models leadership behaviours and actions that are consistent with the Library's core values of Reading & Life-long Learning; Service Excellence; Integrity; Collaboration; Innovation; Diversity; Sustainability

COMPENSATION

2023 base rate, commensurate upon experience: \$109,510 / year per annum + comprehensive benefits package including health, dental and vision, life insurance, LTD, AD&D, OMERS pension, EFAP, free parking, and professional development opportunities.

Diversity, Equity and Inclusion

The Oshawa Public Libraries is committed to a barrier-free recruitment and selection process. We uphold our values of diversity, equity, inclusion and anti-racism in the delivery of our services and in our workplace. The Oshawa Public Libraries encourages applications from all applicants, including members of groups with historical employment barriers to equity, this is including but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and persons within the 2SLGBTQ+ community.

Accommodation

The Oshawa Public Libraries is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. Should you require Code-protected accommodation, through any stage of the recruitment process, please make them known when contacted by Human Resources. Personal information provided is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

How to Apply

Interested applicants are requested to submit a current resume and cover letter to opladmin@oshawalibrary.on.ca quoting job # OPL 07-2024. Only applicants who are selected for an interview will be contacted. Any questions can be directed to opladmin@oshawalibrary.on.ca

To learn more about the Oshawa Public Libraries please see our website <https://oshawalibrary.ca>.