



ASSOCIATION OF EMPLOYEES SUPPORTING EDUCATION SERVICES

880 Harrow Street East | Winnipeg, Manitoba R3M 3Y7

Phone: 204-949-5200 | Fax: 204-949-5215 | Email: aeses@aeses.ca | Website: aeses.ca

Proud Member of the Confederation of Canadian Unions

POSITION VACANCY

Applications are invited for the full-time position of Labour Relations Officer for the Association of Employees Supporting Education Services (AESES), bargaining agent for more than 3,200 employees of the University of Manitoba, The University of Winnipeg and St. Andrew's College.

Letters of applications, accompanied by a current resume, may be submitted to the AESES Office; c/o Colleen Thompson; 880 Harrow Street East; Winnipeg, MB; R3M 3Y7 by **Friday, November 29, 2024**. Applications may also be submitted by email to cthompson@aeses.ca.

Position:	Labour Relations Officer
Salary (Annual):	\$74,802.00 - \$111,347.60, plus benefits package
Proposed Start Date:	January 6, 2025
Hours of Work:	8:30 a.m. – 4:30 p.m., Monday to Friday (occasional overtime will be required with this position)
Probation Period:	840 hours worked
Location:	AESES Business Office, 880 Harrow Street East

RESPONSIBILITIES:

Contract Administration and Grievance Handling

- Provides advice and recommendations to individual members and to appropriate officers on the interpretation, application and administration of the Collective Agreements and facilitates the decision-making process. This advice is also provided to Association committees, the Executive Council and the Board of Representatives as needed.
- Provides advice to individual members and to appropriate officers regarding grievance matters to ensure that full consideration is given to policy/legal issues, evidence and conflicting arguments in the decision-making process. The incumbent is responsible for each stage of the grievance process and, in conjunction with the Contract Administrator(s), prepares and presents arguments on behalf of the member. The Labour Relations Officer is responsible for filing grievances, and presenting related arguments, on behalf of the Association. Reports to the Executive Council on specifics of grievances and recommends courses of action (e.g., proceeding to arbitration).
- In conjunction with the Contract Administrators, and the Association's legal counsel when necessary, is responsible for the investigation and resolution of informal and formal unfair labour practice charges and arbitration cases filed against the Association.
- In conjunction with the elected officer(s), negotiates with the universities' administration

in the interpretation, application and implementation of the terms of the Collective Agreements and working conditions generally, in a manner consistent with the interests of individual members of the Association, and in accordance with Association policy. Participates in the development of Association-wide strategies for dealing with members' concerns and alternative dispute resolution strategies.

- Provides advice and recommendations as to conflict resolution to the appropriate officer(s) in situations of conflict between the interests of individual members and Association policy.
- Responsible for sick leave and long term disability cases for members, including short and/or long term accommodation strategies, through attendance at Return to Work meetings with the Employer and affected employees. Provides support and advice to members in relation to their Collective Agreement and statutory rights.
- Attends meetings with employees undergoing attendance management to provide support and advice to members. Becomes involved when medical opinions are being sought, accommodation needs are being assessed and implemented, or if discipline is being applied.
- Provides support to members involved in Respectful Workplace complaints. May assist members with finalizing a formal complaint for submission and/or in responding to a complaint. Attends investigation meetings with members where requested.
- Attends meetings with laid off employees and employer representatives to explain provisions of the Collective Agreement.
- Conducts legal research and analysis in the areas of administrative law, civil procedures, rules of evidence, labour relations generally, duty of fair representation, legislation, policies and collective agreement provisions and other areas, both on own initiative and as directed.
- Prepares grievances for individual members and the Association which may include conducting investigations, interviewing witnesses, and accumulating documentary evidence for grievance cases.
- Provides advice on referrals to legal counsel and acts as the primary liaison with outside counsel. The Labour Relations Officer also maintains ongoing records for individual cases and assists outside counsel in developing the case.
- Shares responsibility for the application and implementation of compensation related matters for all bargaining units with the Executive Director, reviewing issues with the Contract Administrator(s). Supports both Classification Committees, as necessary, with matters related to classification administration and the review and appeal processes.
- Responsible for the resolution of ongoing compensation issues/disputes and, if necessary, would apply the grievance process to resolve more complex issues.
- Provides advice and assistance in discussions with the employer and/or the Labour Board concerning the exclusion of employees from a bargaining unit for which the Association is certified or desires to be certified as the bargaining agent.
- Ensures that legal requirements are met in organizing drives.
- Provides advice, information and assistance to members regarding employment matters, working conditions, university policies, and the Collective Agreement provisions.
- Documents problems and their resolutions for the reference of other Association staff, elected officials, and members.

Collective Bargaining

- Supports the Association's activities in collective bargaining and assists Negotiation Committees and Bargaining Teams in reviewing contract proposals submitted from the membership, Executive and Board. Recommends new provisions and amendments to the Collective Agreements, drafts contract language, and provides information, advice and bargaining strategies.
- Ensures that the Executive and Board are informed as to the status of the bargaining process by providing regular updates and/or bringing matters of importance to their attention.
- As a staff member of the Negotiation Committees and Bargaining Teams, may be appointed as joint spokesperson for the Bargaining Teams to present the Association's position and/or participate in discussion of complex material.
- Prepares all compensation research and provides advice and guidance to the Bargaining Teams. Ensures that an annual salary survey is obtained and analyzes salary and benefits data; maintaining and revising the file annually.
- Ensures that the prepared Collective Agreements reflect the true agreement between the parties, and that the final documents are complete and accurate.

Staff Benefits Administration

- Supports both universities joint employee/employer benefits committees providing advice, guidance, and expertise. May serve as an alternate member on the UM Staff Benefits Committee, attending all meetings of the committee.
- Makes recommendations to Bargaining Teams regarding improvements to benefit plans.
- Liaises with the Executive Council on issues of significance that arise and works with the actuary and/or legal counsel where necessary.
- Maintains current knowledge and expertise regarding pension matters for the various pension plans.

Committee Support

- In supporting the work of Association committees, the Labour Relations Officer acts as staff support, resource person, and/or Association representative.
- Participates with Association officers in meetings with the employers and may serve on joint committees with employers as required.
- Participates in training workshops for elected officials as a facilitator for sessions.
- Writes articles and messages on members' rights and responsibilities and/or on subjects of general interest to the membership.

Other

- Keeps up to date on legislation and current developments in labour relations.
- Identifies policies for Association labour relations activities by preparing and recommending policy statements or revisions.
- Reports to the Executive Council and/or Board of Representatives on all matters concerning labour-management relations.

QUALIFICATIONS:

Formal Education and Designations:

- Undergraduate degree in a related field, preferably Labour Relations.
- Formal legal training related to labour law would be an asset.

Experience:

- Minimum of 5 years of experience in labour relations, including experience with grievance handling, case investigation, and arbitration presentation, obtained in a union staff position or as an active union member.
- Experience as chief spokesperson in collective agreement negotiation.
- Experience negotiating settlements and resolving disputes in a unionized environment, with the aptitude for conflict resolution and advocacy.
- An acceptable equivalent combination of education and experience may be considered.

Skills, Knowledge, Abilities:

- Superior oral and written communication and interpersonal skills are required.
- Superior organizational skills are required.
- Excellent judgment, problem-solving and conflict resolution skills are required under circumstances that are often stressful and politically sensitive.
- Ability to work under time constraints and pressure.
- Must have a philosophy consistent with a team environment.
- Ability to analyze, apply, explain, and interpret collective agreements, employment legislation, and employer policies and directives.
- Understanding of and experience with labour justice processes and related acts and legislation (e.g., The Employment Standards Code, The Labour Relations Act, The Workers Compensation Act, etc.).
- Understanding of and experience with standard negotiating strategies, tactics and impasse procedures.
- Must be able to relate positively and professionally with members, elected officials, and university personnel, and be able to deal constructively and compassionately with matters that are highly confidential and/or sensitive in nature.
- Knowledge of job evaluation (Hay Method) would be an asset.