## LEVEL DEFINITION

This level covers positions responsible for employee relations strategies and policies affecting staff at the University; and for senior human resource generalists in a leadership role in a large and complex department who also lead a team of human resource professionals.

## TYPICAL RESPONSIBILITIES

Specialist employee relations responsibilities may include: researching and recommending labour relations policies and procedures; developing and implementing university-wide employee relations policies; chairing bargaining committees, developing strategies and proposals and negotiating settlements; acting as a signatory to the Collective Agreement; acting as counsel or instructing counsel at arbitrations; drafting and signing various agreements between the University and the employee groups; chairing regularly convened labour/management committees. For senior human resource specialists with leadership responsibilities: working with the HR Department, negotiates and adapts (as necessary) HR policies to appropriately meet the strategic needs of a large and complex department; provides leadership and direction to junior human resource practitioners.

## DECISION MAKING /LEVEL OF ACCOUNTABILITY

Decisions and recommendations may have university-wide legal, financial, contractual and operational implications. Accountable for promoting and fostering a positive atmosphere and relationship between the University and its employee groups. Balances department/unit objectives within the context of university wide human resource strategies.

## SUPERVISION RECEIVED

Works under broad direction, results reviewed for achievement of overall objectives.

## SUPERVISION EXERCISED

Provide advice and guidance to senior level human resource professionals.

## MINIMUM QUALIFICATIONS

Undergraduate degree in a relevant discipline. Minimum of ten to twelve years of related experience including at least five years of managerial experience, or the equivalent combination of education and experience.

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