

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: HUMAN RESOURCES Level E, Pay Grade 15

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 with a specialization in labour relations. Minimum of ten to twelve years of related experience including at least five years of experience in labour relations in a complex, unionized environment, or the equivalent combination of education and experience.