



LABOUR RELATIONS SPECIALIST

The Canadian Office and Professional Employees Union Ontario (COPE Ontario) is seeking a full-time Labour Relations Specialist. COPE Ontario is a grassroots union with multiple workplaces across the province and is seeking to hire a Labour Relations Specialist. The Labour Relations Specialist works with their assigned Locals' main contact for servicing at the members' workplaces. Applicants should have demonstrated experience in, and an extensive knowledge of unions and labour relations to assist and expand the union's capacity through bargaining strong collective agreements and representing members in workplaces.

REQUIREMENTS:

The selected candidate must be able to perform the following duties and other related duties:

- 1. Membership Service:** The Labour Relations Specialist is a resource person and advisor for members with work-related problems. In this regard, the Labour Relations Specialist shall a) provide assistance and accurate advice with grievances and discipline; b) advise members as to their rights and obligations under relevant legislation and regulations, their Collective Agreement, COPE Ontario constitution and the Local's By-laws.
- 2. Grievances, representation, arbitrations, and other legal matters:** The Labour Relations Specialist advises and represents members; investigates, prepares, presents, and represents members in grievances with the assistance of Stewards and Executive officers; and assists with arbitrations, Labour Relations Board (or equivalent) proceedings and makes determinations on the merit and filing of grievances or resolving workplace/policy issues in alternative formats.
- 3. Contract Negotiations:** The Labour Relations Specialist, in conjunction with the local union, is the Chief spokesperson for sub-local bargaining teams, and is the lead for all tasks associated with contract negotiations, including research, drafting of contract proposals, bargaining, organizing around the bargaining process, conciliation, mediation, and preparation for job action.
- 4. Resource to the Local's Executive:** The Labour Relations Specialist is a resource person and advisor to the local Executive and assists it in the carrying out of its duties. The Labour Relations Specialist shall provide support and mentorship of local executives and stewards. The Labour Relations Specialist will, unless otherwise advised, attend monthly Executive meetings, and shall report to the meeting, as deemed appropriate by the Executive. When requested, the Labour Relations Specialist shall attend membership and sub-local membership meetings, and Local committee meetings. Help organize general membership meetings, steward meetings, joint labour- management meetings, and arrange on-site location unit visits.
- 5. External Liaison:** The Labour Relations Specialist, in conjunction with the local union, is a liaison between the Local and the Local's Employers and other affiliated groups, including unions, political organizations, associations, students' unions, etc.
- 6. Administration and Training:** The Labour Relations Specialist will aid the Local President and other officers to ensure the efficient operation of the Local's Office in all administrative matters. Conduct workshops, presentations, and training as required.
7. It is understood that the emphasis placed on the tasks in this job description may vary from time to time based on the needs of the locals. The setting of priorities shall be done in consultation with COPE Ontario's Director.

8. This job requires the employee to travel to different parts of the province and to work evenings and the occasional weekend as required. The workspace is flexible and the office space available is sometimes shared.

QUALIFICATIONS

Post-secondary education in a relevant field and a minimum of two years of directly related work experience or an equivalent combination of education and directly related work experience in labour relations.

- Experience with trade unions and social justice organizations is required.
- Direct experience in grievances, collective bargaining and other labour relations work including discipline, and membership representation.
- Direct experience representing workers in a healthcare environment.
- Ability to effectively establish priorities and meet deadlines while working in a high-pressure work setting as demonstrated through experience in progressively responsible assignments.
- Excellent relationship management skills, including listening, advocating, negotiating, advising, conflict resolution and situation-appropriate assertiveness are required.
- An understanding of collective bargaining, workplace dynamics and the value of public services is required.
- Knowledge and understanding of relevant legislation, e.g., the *Labour Relations Act*, the *Occupational Health and Safety Act*, the Ontario Human Rights Code, the *Pay Equity Act*, the *Employment Standards Act*, etc.
- An extensive knowledge of trade unionism, and the benefits of collective bargaining.
- A high degree of initiative, tact, and good judgment and an ability to work collaboratively and respectfully with others and cope well with stress.
- Demonstrated knowledge of an anti-racism and anti-oppression framework and the ability to ensure communications and membership outreach are inclusive to the multiple needs of members.
- Demonstrated organizational abilities, initiative, a high degree of accuracy, and the ability to work with minimal supervision.
- Above average oral and written communication skills.
- Excellent skills in using Microsoft Word, Outlook, PowerPoint, and Excel.
- Have an Ontario driving license and access to a reliable vehicle.
- The ability to work in English and French is an asset.

COPE Ontario is a diverse, progressive membership-driven collective of Union locals that protects members' rights and empowers them to unite for better workplaces and communities.

Starting date: Immediately

Salary: Salary and conditions of employment are in accordance with the collective agreement between COPE Ontario and the International Association of Machinists and Aerospace Workers Union, Local 1922, District 78. Assigned to Toronto office.

Qualified applicants should e-mail their resume no later than April 30, 2024 to: careers@copeontario.ca.

Only those candidates selected for an interview will be contacted.

This is a reposting of a previous posting.

Diversity is a core value at COPE Ontario and our COPE Locals. We are passionate about building and sustaining inclusive and equitable working and learning environments for all our staff, members and applicants. We believe every member enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design and deliver solutions.