



## NON-CONTRACT ROLE DESCRIPTION

**JD5233**

|                        |                              |                              |          |
|------------------------|------------------------------|------------------------------|----------|
| <b>ROLE TITLE:</b>     | Labour Relations Coordinator | <b>ROLE DESCRIPTION NO.:</b> | 5233     |
| <b>DEPARTMENT:</b>     | Employee Relations           | <b>HEABC REFERENCE NO.:</b>  | 18721622 |
| <b>REPORTING TO:</b>   | Manager, Employee Relations  | <b>HSCIS CODE:</b>           | 06099    |
| <b>CLASSIFICATION:</b> | NCEC/Range 6                 | <b>JOB CODE:</b>             | 91506    |

### ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager, Employee Relations, the Labour Relations Coordinator provides labour relations support and project coordination for various labour relations initiatives and activities. The Labour Relations (LR) Coordinator conducts research and analysis related to aspects of the employment relationship, as well as working with and supporting the LR team regarding a wide range of labour relations services at the local level such as union negotiations, grievance management, third party hearings, training, change and transition, work design, performance management and team development.

### DUTIES AND RESPONSIBILITIES:

1. Provides project coordination to the LR team on initiatives such as Section 54 notices, Ministry of Health Initiatives, essential services planning, strike contingency planning, and collective agreement implementation. Assists with the development of project plans, prepares and/or directs the preparation of required documentation/reports/database updates/and schedules meetings as required.
2. Provides assistance to team members to support third party processes. Researches recent arbitrations and case law and compiles and highlights their relevance to the matter at hand. Prepares reports and briefing documents.
3. Responds to routine questions from union representatives and HR staff regarding the application and administration of collective agreements, relevant legislations, Island Health policies and procedures and terms and conditions of employment. Identifies and refers any non-routine or complex issues to a LR Specialist.
4. Assists the LR Specialists with grievance management or preparation for local negotiations by researching, investigation and compiling background information as required.
5. Manages data related to grievances, such as tracking third party hearings and legal costs.
6. Coordinates the Respectful Workplace Investigation appeal process by coordinating the intake and processing of such appeals including assisting with prioritization.
7. Participates in the preparation and presentation of human resources education and in-services to HR Leaders/Managers.
8. Participates in labour management meetings, takes minutes, and follows up on matters as required.
9. Carries out assigned research by gathering, tracking and analyzing data and preparing reports in support of the LR Specialists and Managers regarding a range of labour relations services including negotiations, grievance management and third party referrals.

10. Provides assistance with developing and creating labour relations resources such as contract interpretation updates, Manager Guide's training materials and performance support tools in collaboration with LR Specialists and Managers.
11. Under direction of the LR Specialist, provides information, interpretation and advice to Managers on collective agreements, non-contract terms and conditions of employment, legal statutes, organization policy and departmental processes.
12. Corresponds with union representatives, local stewards, Employer bargaining agents and legal counsel.
13. Assists in the implementation of changes to collective agreement and terms and conditions including analyzing costs.
14. Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

A level of education, training and experience equivalent to a two-year diploma in Human Resources or a relevant discipline and three (3) years' recent related experience with a large, multi-union organization, preferably within a health care or public sector environment.

### **Skills And Abilities**

- Demonstrated knowledge of human resource methods and practices.
- Excellent research and analytical skills and attention to detail.
- Excellent interpersonal skills including the ability to work cooperatively and effectively in a team environment.
- Excellent verbal and written communication skills.
- Demonstrated work planning and time management skills.
- Ability to work effectively under pressure and with changing priorities and deadlines.
- Ability to use computer applications, such as spreadsheet, word processing, e-mail and database software and Human Resource Information System.
- Physical ability to carry out the duties of the position.