Staff Relations Assistant

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Office, Clerical and Technical
Position covered by the Memorandum of Agreement with the University of Guelph
Exempt Group

Staff Relations Assistant

Human Resources
Hiring #: 2016-0272

Please read the Application Instructions [2] before applying

Reporting to the Director, Staff Relations, this position provides administrative assistance and logistical support to the Staff Relations unit. The incumbent in this position is critical to providing timely, accurate and complete support to employee group related matters in the interest of developing, fostering, and strengthening positive and productive relationships with the University’s various staff associations and unions. The incumbent is often the first point of contact with employee group leaders, therefore there is a need for the individual to demonstrate positive judgement to ensure that issues are identified for timely response or resolution and general inquiries from external individuals and liaison with legal counsel/arbitrators is conducted in a professional and effective manner.

Specific responsibilities include: scheduling meetings; scribing negotiations and drafting renewal collective agreements; liaising with external legal counsel and arbitrator/mediator offices and employee groups; monitoring and supporting the coordination of the grievance process; maintaining an electronic database and producing reports; researching background information and supporting the preparation of correspondence, including drafting where required; responding to general employment and collective agreement inquiries; maintaining the Staff Relations pages of the Human Resources website; effective and efficient record keeping; preparation and processing of financial related transactions; preparing meeting minutes; establishing and maintaining effective information management processes, including electronic file system; developing and maintaining an accessible library of labour relations materials and other associated duties as assigned.

Requirements of the position include:

- Two year Community College in legal office administration or Human Resources plus two years related work experience, or an equivalent combination of education and experience.
- Progress towards an HR designation (CHRP) will be considered an asset.
- Experience working in a complex and fast paced environment and knowledge of unionized environments, collective agreements and HR policies and best practices.
- Possess an understanding of HR functions and systems as well as a general understanding of the grievance, arbitration, collective bargaining, and conciliation processes and the legal implications associated with each process.
Staff Relations Assistant
Published on Human Resources (https://www.uoguelph.ca/hr)

- Proficiency in Microsoft Office (Word, Excel, Access, PowerPoint).
- Demonstrated ability to carry out duties and responsibilities with diplomacy, tact and discretion with a constant focus on confidentiality.
- Rigorous attention to detail.
- Effective written, oral communication, interpersonal and relationship building skills.
- Ability to work collaboratively in an integrated team environment.
- Critical analysis and systems thinking.
- Keen openness to learning; resourcefulness in problem solving.
- Strong organizational skills with an ability to balance multiple priorities under compressed timelines.

Position Number     060-006
Classification          Exempt Group Salary Band 4
Salary Range   
$22.17 Minimum (Level 1)
$24.78 Normal Hiring Limit (Level 3)
$29.99 Job Rate (Level 7)

Posting Date: 2016 07 07
Closing Date: 2016 07 14

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Links
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply