Senior Consultant

Forbes includes U of G Among Canada’s Best Employers

Professional and Managerial Group

Senior Consultant

Faculty and Academic Staff Relations
Office of the Provost and Vice-President (Academic)

Two (2) Positions

Hiring #: 2020-0166

Please read the Application Instructions [1] before applying

Faculty and Academic Staff Relations supports the academic mission and strategic research directions of the University of Guelph and the University of Guelph-Humber through the provision of professional advice and quality service to members of the University community on all matters pertaining to the terms and conditions of employment for faculty and academic staff. Faculty and Academic Staff Relations (FASR) is responsible for labour relations (including collective bargaining) and is the primary point of communication with the University of Guelph Faculty Association (UGFA Units 1 and 2) and the Canadian Union of Public Employees, Local 3913 (CUPE 3913 Units 1 and 2). This includes responsibilities associated with approximately 3,300 faculty, librarians, veterinarians, sessional lecturers, graduate teaching and service assistants, college professors, college lecturers, post-doctoral fellows, and other academic staff across approximately 45 academic units. FASR values a healthy workplace environment that is diverse, inclusive, equitable, safe, supportive, respectful, and intellectually challenging.

Reporting to the Assistant Vice President, Faculty and Academic Staff Relations and working within a team environment, the Senior Consultant, FASR is responsible for supporting the University’s faculty and academic staff relations activities within their assigned portfolio. This position has wide ranging responsibilities that include providing guidance, strategic and professional expertise, support, training and recommendations to the University at all organizational levels including senior management on matters relating to faculty and academic staff relations including: negotiations, grievances, arbitrations, collective agreement interpretation, application and compliance as well as managing strong and trusting relationships with academic leaders, administrators, employees and bargaining unit leadership.

The Senior Consultant provides day-to-day guidance and support on all aspects of the employment relationship to their assigned portfolio. The Senior Consultant will represent the University at mediations and grievance hearings as required and serves labour/management committees and other committees as assigned. The incumbent will lead/participate in fact finding and investigations as required. The Senior Consultant also provides analysis and research support to the FASR office. The Senior Consultant will also be charged with leading (as Chief Negotiator) or participating in collective bargaining with assigned groups.

Under the general direction of the Assistant Vice-President, Faculty and Academic Staff Relations, the Senior Consultant acts as representative of the University during the internal grievance process for all UGFA as well as CUPE 3913 grievances, mediations and arbitrations and leads and/or participates in internal workplace investigations on a variety of issues including but not limited to workplace harassment. The Senior Consultant determines the needs of clients, facilitates learning and development opportunities, and develops and maintains materials that support the activities of the office and ensure compliance to the respective collective agreement.

The Senior Consultant is tasked with forecasting and preparing for new developments with respect to human resources and labour/employee relations issues for academic staff (e.g., TAs, Sessionals, College Professors and Lecturers, PDFs) and will from time to time engage in projects that support the office.
Senior Consultant  
Published on Human Resources (https://www.uoguelph.ca/hr)

Requirements of this position include:

- Undergraduate degree specializing in Law, Human Resources or Labour Relations or equivalent directly related education. Post-graduate studies in Law, Human Resources or Labour Relations is strongly preferred;
- Minimum of six (6) years progressive related experience with a strong background in employee and labour relations, preferably in the post-secondary education sector, or an equivalent combination of education and experience;
- Experience in a multi-union environment and in collective bargaining would be considered a strong asset;
- Working knowledge of the governing principles and practices, and organizational structure of a post-secondary institution/University;
- An understanding of collective agreements and how decisions are applied in a unionized context.
- Working knowledge of employment and employment-related statutes and principles of labour and employment law including but not limited to: the Labour Relations Act; Employment Standards Act; Ontario Human Rights Code; Freedom of Information and Protection Act (FIPPA); human resources practices, policies and procedures;
- CHRL awarded or in progress or call to Ontario bar is strongly preferred;
- Excellent communication skills including the ability to work collaboratively in an integrative environment, negotiate, and facilitate solutions; above average writing skills;
- Ability to prioritize, often under pressure and handle sensitive/confidential information;
- Strong organizational, planning and creative problem-solving abilities;
- Strong business acumen, professional demeanor and positive attitude;
- Strong interpersonal skills with proven success working at all organizational levels;
- Strong analytical, critical and systems thinking skills; discretion, tact, diplomacy and proven ability to exercise sound judgement;
- Sound computer skills.

Interested candidates are encouraged to self-identify as belonging to an equity seeking group as we are committed to further diversifying our institution.

Position Number          028-005; 028-006  
Classification           P07*

Professional/Managerial Salary Bands [2]  

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2020 06 26  
Closing Date: 2020 07 10

Keywords: current [4]  
opportunity [5]

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/senior-consultant

Links  
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply  
[2] https://www.uoguelph.ca/hr/system/files/P%26M%20Grid-Oct%2026%2C%202017%20-%20%20April%2030%2C%202020_7.pdf  
[4] https://www.uoguelph.ca/hr/tags/current
[5] https://www.uoguelph.ca/hr/tags/opportunity