Senior Human Resources Consultant (Staff Relations)

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Professional and Managerial Group

Senior Human Resources Consultant (Staff Relations)

Human Resources

Hiring #: 2021-0292

Please read the Application Instructions [1] before applying

Reporting to the Director, Human Resources (Staff Relations), the Senior HR Consultant provides strategic and professional expertise and guidance at all organizational levels on matters related to staff and labour relations, including but not limited to collective bargaining, grievance administration, mediation/arbitration, collective agreement interpretation, application and compliance. A progressive labour relations practitioner, the Senior HR Consultant fosters a staff relations environment of strong and trusting relationships with University and employee group leaders. Under the general direction of the Director, the Senior HR Consultant assists with and supports the internal grievance process, mediations and arbitrations as well as various labour/management committees. The Senior HR Consultant advances the development of labour relations programs and strategies in addition to participating in collective bargaining for identified employee groups; this includes the research and development of University bargaining proposals and counter proposals, costing(s), external benchmarking and managing stakeholder input and relations during the bargaining process. The Senior HR Consultant is responsible for grievance administration and resolution, including background research, position briefs and drafting responses on behalf of the University, acting as an expert resource during all mediation/arbitration proceedings. The Senior HR Consultant leads and/or participates in internal workplace investigations on a variety of issues including but not limited to alleged employee misconduct and workplace harassment issues, providing support and guidance to managers during that process. The incumbent actively works with Occupational Health and Wellness on complex workplace accommodation issues, ensuring the needs of all parties are considered.

Requirements for this position include:

- An undergraduate degree specializing in Human Resources, Business, Law, Industrial Relations or equivalent directly related education and experience;
- Related post-graduate studies (MIR/MIRHR) is strongly preferred;
- Several years of progressive related experience with a strong background in labour relations and employment/labour law;
- Experience in a multi-union environment would be considered a strong asset.
- Experience in collective bargaining and participation in matters before labour and employment related tribunals is required
- 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, human resources practices, policies and procedures
- The ability to prioritize, often under pressure and handle sensitive/confidential information
- Excellent organizational, planning and creative problem solving abilities;
- Excellent communication skills including the ability to work collaboratively in a team environment, negotiate, and facilitate solutions;
- Strong business acumen;
- Exceptional interpersonal skills with proven success working at all organizational levels;
- Strong analytical, critical and systems thinking skills; tact, diplomacy and proven ability to exercise sound judgement.
- Sound computer skills including databases management and proficiency in the Microsoft Office Suite;
This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Position Number 060-002  
Classification P07  

Professional/Managerial Salary Bands [2]

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: 2021 06 16  
Closing Date: 2021 06 29

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