



Metro Vancouver – Join us in our commitment to provide services and solutions to one of the world’s most livable regions. We deliver service excellence in the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing, and community engagement to over 2.4 million residents. We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region’s livability. We offer competitive salaries; excellent benefit packages; a municipal pension plan; employee wellness programs; and varied opportunities for professional growth and development. *Our Labour Relations Department is currently seeking a:*

Labour Relations Coordinator (Full-Time Regular)

DUTIES:

Performs detailed technical work in support of the Collective Bargaining Division. Coordinates the collection of data and accesses information readily during and subsequent to bargaining. May respond to requests for information from client municipalities; consults departmental staff to ensure accuracy and pertinence of the information to be provided.

Attends bargaining meetings and mediation sessions, provides support to employer bargaining committees and may participate as a member of the bargaining team. Maintains an accurate record of proceedings including proposals, costing and other information; reviews and revises minutes for accuracy and distributes to relevant parties.

Collects and provides clear, detailed and relevant information to the bargaining team; compiles, manipulates and evaluates simple bargaining and costing data and may develop costing methodology for routine bargaining proposals.

Under direction, prepares employer proposals, Memoranda of Agreement and Frameworks for Settlement from verbal instruction, handwritten notes, and electronic documents; interprets instructions and ensures the correct intent and consistency throughout documents. Identifies and clarifies apparent discrepancies consulting bargaining team members for missing information or direction.

Makes amendments to documents at the bargaining table efficiently and accurately under significant time constraints.

May assist in the preparation of collective agreements following the conclusion of bargaining. Identifies areas requiring additional information and ensures the appropriate information or clarification is obtained; tracks and follows up on outstanding questions.

Prioritizes numerous tasks to complete work within specified timeframes. Prioritizes work based on the bargaining schedule and ratification dates. Collaborates with other staff to ensure deadlines are met.

Assists with record management activities for the Collective Bargaining Division. Conducts research and gathers information and resources on specified topics; provides input for special projects.

Performs other related duties as required.

REQUIREMENTS:

2-3 years of recent, related experience supplemented by a university degree or diploma in a relevant discipline such as human resources or business; or an equivalent combination of training and experience.

Previous experience coordinating or supporting collective bargaining is an asset.

Designation as a Certified Human Resources Professional is an asset.

Knowledge of relevant legislation and acts such as the *Labour Relations Code*, *Employment Standards Act* and the *Human Rights Code*.

Demonstrated knowledge of labour relations principles especially as they pertain to collective bargaining processes, research and preparation.

Demonstrated ability to coordinate the compilation of information from a variety of sources. Demonstrated ability to track revisions and approvals for complex and detailed contractual documents.

Numerical aptitude and demonstrated ability to analyze, compile and manipulate data.

Ability to use judgment to evaluate, research and resolve problems within established guidelines and procedures and determine which methods are applicable in any given situation.

Strong verbal and written communication skills, including the ability to effectively listen, and support the resolution of problems; demonstrated writing skills and ability to draft complex documents from verbal instruction, handwritten notes and or electronic documents.

Strong interpersonal skills and ability to build and maintain effective and respectful working relationships; applies team effectiveness skills and contributes to the achievement of team goals.

Skill in dealing tactfully and sensitively in a variety of situations including exercising substantial discretion with highly sensitive and confidential information.

Demonstrated ability to organize and prioritize tasks to meet multiple time based deliverables requiring a high level of detail and accuracy; persistent in overcoming obstacles.

Proficiency using Microsoft office programs, including Word, Excel, and Outlook.

Valid BC Class 5 Driver's License.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by April 3, 2017.

While we greatly appreciate all the replies we receive, regretfully only those selected for an interview will be contacted.