



# MANAGER, LABOUR RELATIONS

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42





## THE ORGANIZATION MAPLE RIDGE – PITT MEADOWS SCHOOL DISTRICT

School District No. 42 meets the learning needs of over 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education. For more information about our school district, visit [www.sd42.ca](http://www.sd42.ca).

## THE OPPORTUNITY MANAGER, LABOUR RELATIONS

Reporting to the District Principal, HR and Senior Manager, HR, this position will assist in managing the labour relations functions within the district, including but not limited to the administration of collective bargaining agreements, grievance management, and participating in negotiations. In addition, this position is responsible for establishing and maintaining productive working relationships with senior management, school administration, managers and union representatives.

### RESPONSIBILITIES

- 1) Build and maintain strong relationships with union leadership, representatives, and members to establish a climate of mutual respect and collaboration.
- 2) Partner with the District Principal, HR and Senior Manager, HR to educate and counsel district management and staff about labour relations, contract provisions, school district policy and procedures, and compliance with relevant laws and regulations.
- 3) Ensure compliance with collective agreements and related agreements (including interpretation matters, past practice, best efforts and associated remedy, teacher staffing).
- 4) Organize and participate in labour-management meetings, grievance meetings, arbitrations and mediations.
- 5) Liaise with legal counsel on Human Resources matters.
- 6) Collaborate with the appropriate HR manager and principal/manager involved to develop timely grievance responses for the appropriate step of the grievance process. Maintain the grievance management system(s) and ensure that grievance timelines are being met. Follow up with unions where the timelines are not being met.
- 7) Prepare comprehensive reports and maintain detailed records regarding labour relations activities, including grievance resolutions, negotiation outcomes, and other relevant metrics.
- 8) Assist with the preparation for and participate in collective bargaining negotiations, including supporting research, data analysis, proposal development and costing.

- 9) Participate in the implementation of new collective agreement language. Develop presentations and/or communication to educate management on newly negotiated provisions contained within the collective agreement.
- 10) Support supervisors with the coordination of investigations into allegations of employee misconduct matters. May conduct investigations as directed.
- 11) Collate information to be submitted to the Ministry of Education - Teacher Regulation Branch.
- 12) Assist with the development and implementation of labour relations policies, training programs, and communication materials.
- 13) Keep up to date with changes in labour legislation and trends that might affect the organization.
- 14) Conduct research and compile reports on a variety of labour relations topics.
- 15) Perform other related duties and tasks as assigned.

## QUALIFICATIONS

- 1) Bachelor's degree in Human Resources, Industrial Relations, or a related field; or an equivalent combination of education and experience in the field of labour relations.
- 2) Minimum of three years of experience in human resources specializing in labour relations, with direct experience in a unionized environment. Experience in labour relations within an educational setting or public sector preferred.
- 3) Considerable knowledge of collective bargaining, grievance handling processes, and labour law compliance.
- 4) Demonstrated ability to build relationships with a broad range of stakeholders. Ability to deal with emotions of people using sensitivity, tact and empathy.
- 5) Strong diplomacy skills with an ability to be flexible and give and take direction well.
- 6) Superior communication, interpersonal and management skills with effective problem-solving, conflict resolution and decision-making skills.
- 7) Experience conducting research, analyzing results, writing reports that include recommendations to inform decisions and resolve conflicts.
- 8) Ability to maintain confidentiality and considerable judgment governed by broad instructions, collective agreements, organizational objectives and policies.
- 9) Excellent organization, prioritization, and documentation management skills.
- 10) Ability to perform functions of the position both independently and participate effectively within a highly cohesive team environment.
- 11) Working knowledge of Employment Standards Act, Labour Relations Code, Human Rights Code, and other relevant applicable legislation including relevant labour jurisprudence cases.
- 12) Strong working knowledge and experience of HR-related technologies and business applications, including demonstrated ability to use MS Office programs and Human Resource Information Systems; knowledge of PowerSchool-PRM software or relied upon as an HRIS super-user is an asset.
- 13) Certified Professional in Human Resources in good standing is an asset.
- 14) Valid BC Driver's License.

## COMPENSATION

The salary range for this position is \$96,878-\$121,097 plus an excellent comprehensive benefits package.

## TO APPLY

To apply, please send your cover letter, resume and [district application form](#) to [Jessica\\_Dolkhanian@sd42.ca](mailto:Jessica_Dolkhanian@sd42.ca), this posting will remain open until July 19, 2024. The district appreciates the interest of all applicants, however, only those selected for an interview will be contacted.