



**The County of Dufferin is currently recruiting for an  
Employee and Labour Relations Manager  
(Permanent Full Time)**

The County of Dufferin sits on the fringe of the Greater Toronto Area, about 80 kilometres northwest of downtown Toronto. It combines beautiful rural landscape with small town charm. Orangeville is the largest of three urban settlement areas and home to the County Administration Centre. The region is well known for its rivers, its rolling hills and its excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to 62,000 residents, the area boasts fabulous restaurants, shopping and amenities.

Reporting to the Director of Human Resources, the Employee and Labour Relations Manager is responsible for the day-to-day administration of human resource services at Dufferin Oaks Long Term Care Home. The position provides support in the areas of labour relations, performance management, discipline, conflict resolution, investigations, absenteeism management and recruitment. In addition this position works with management to ensure the consistent interpretation of collective agreements and sound practices that foster positive, proactive and mutually respectful relationships with CUPE, ONA and their membership.

**Minimum qualifications are as follows:**

- Graduation from a recognized university or college with a degree or diploma in Labour Relations, Human Resources Management or a related discipline.
- CHRL designation or equivalent
- Minimum 3-5 years of related experience in a unionized environment.
- Knowledge of municipal and long term care functions and processes.
- Sound knowledge of and experience with Collective Agreement interpretation and application, employment, labour legislation and regulations.
- Working knowledge of the Occupational Health & Safety Act, Human Rights and employment legislation.
- Experience with workplace injury reporting, claims administration and managing return to work programs.
- Superior leadership skills with a team-oriented management style.
- Excellent human relations and communication skills with the ability to professionally and confidentially deal with conflict and counsel, advise, persuade and motivate staff at all levels using a collaborative approach.
- Proficiency in Microsoft Office software and working with HRIS systems.

To view the complete job description, please visit our website at [www.dufferincounty.ca](http://www.dufferincounty.ca).

This position offers a comprehensive benefit package and a salary range of \$44.57 - \$52.14 per hour. (Grade 10 on the 2019 Salary Grid). Qualified candidates are invited to submit a resume and covering letter, to be received no later than **Friday May 31, 2019 at 4:30 p.m. to:**

Mary Ellen Rodwell [mrodwell@dufferincounty.ca](mailto:mrodwell@dufferincounty.ca)

All applicants are thanked for their interest, but only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. The County is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

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**POSITION DESCRIPTION**

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<b>Title:</b>	Employee and Labour Relations Manager
<b>Reports to:</b>	Human Resources Manager
<b>Division:</b>	Human Resources
<b>Positions Supervised:</b>	0
<b>Effective:</b>	March 2018
<b>Revised:</b>	

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**BASIC FUNCTION:**

Reporting to the Human Resource Manager, the Employee and Labour Relations Manager is responsible for the day-to-day administration of human resource services at Dufferin Oaks Long Term Care Home. The Employee and Labour Relations Manager is considered a senior generalist Human Resources practitioner having in-depth experience, knowledge and skills in all areas of the Human Resources field with a strong focus on labour relations.

Under the direction and guidance of the Human Resources Manager and in consultation and collaboration with the Dufferin Oaks Administrator, this position provides support to Dufferin Oaks in the areas of labour relations, performance management, discipline, conflict resolution, investigations, absenteeism management and recruitment. In addition, the Employee and Labour Relations Manager works with management to ensure the consistent interpretation of collective agreements and sound practices that foster positive, proactive and mutually respectful relationships with C.U.P.E, O.N.A, and their membership.

**PRIMARY RESPONSIBILITIES:****Human Resources Administration**

- Manage all aspects of the human resources function at Dufferin Oaks.
- Develop, recommend, and provide direction for human resources policies, procedures and practices applicable to the operation of Dufferin Oaks and ensures compliance with County of Dufferin policies.
- Lead and provide guidance on all aspects of the recruitment and selection process while ensuring the use of best practices and compliance with the collective agreements, related policies, practices and legislation.
- Oversee and ensure confidentiality of employee files and documentation.
- Participate in new employee orientation programs and initiatives.
- Oversee and administer the Attendance Management Program, including establishing the Annual Benchmark Standard with the Administrator.
- Provide advice to the Administrator and management team on discipline matters in accordance with the collective agreement, policy and legislation.
- Draft letters of discipline and/or termination in consultation with the Human Resources Manager, the Administrator and Department Manager.
- Lead, guide, and support investigations into workplace complaints including, but not limited to, harassment, bullying, and resident abuse.
- Act as a resource for management on all human resources matters.

- Provide in-services on applicable human resources policies, programs and initiatives.
- Perform other duties as assigned in accordance with departmental and corporate objectives.

### **Labour Relations**

- Compile and analyze comparative data while keeping informed about negotiation trends, issues, and labour market conditions.
- Coordinate bargaining process activities by researching issues and developing negotiation strategies in the preparation of proposals for C.U.P.E. and O.N.A.
- Participate in and/or lead collective bargaining negotiations.
- Provide interpretation and support for labour contracts, collective agreements and the resolution of grievances.
- Assist the Human Resources Manager in preparing for arbitration/mediation, investigating violations, and preparing reports for the CAO and Council as required.

### **Health and Safety / WSIB**

- Manage workplace injury reporting and claims administration, including: reporting injury statistics to Senior Management, completing WSIB Form 7's, challenging the decision of the Claims Adjudicator when necessary, and provide progress reports to the Administrator and Human Resources Manager.
- Oversee return to work processes, working collaboratively with the County's third party disability management consultant.
- Use recommendations from a medical practitioner to create modified work plans collaboratively with injured employees and their managers while ensuring compliance with medical restrictions.
- Attend and provide support at Hearings and Tribunals related to Dufferin Oaks as required.

### **MINIMUM QUALIFICATIONS:**

- Graduation from University or Community College with a Degree or Diploma in Labour Relations, Human Resources Management or a related discipline.
- CHRL designation or equivalent.
- Minimum 3-5 years of related experience in a unionized environment.
- Knowledge of municipal and long term care functions and processes.
- Sound knowledge of and experience with Collective Agreement interpretation and application, employment, labour legislation and regulations.
- Working knowledge of the Occupational Health & Safety Act, Human Rights and employment legislation.
- Superior leadership skills with a team-oriented management style.
- Excellent human relations and communication skills with the ability to professionally and confidentially deal with conflict, and counsel, advise, persuade and motivate staff at all levels using a collaborative approach.
- Proficiency in Microsoft Office Software (Word, Outlook and Excel, and SharePoint) and working with HRIS systems.
- A Police Vulnerable Sector Check with results satisfactory to the County of Dufferin.
- 2-step TB Mantoux test with negative results.