Interlake–Eastern Regional Health Authority

Labour Relations Officer

Opportunity to acquire highly valued labour relations experience in healthcare!

The Opportunity

Reporting to the Manager of Labour Relations, the Labour Relations Officer (LRO) is responsible for the provision of comprehensive Human Resources services throughout the region including the provision of effective labour relations, employee relations, performance management, attendance management, and respectful workplace. Working with staff, unions, and healthcare providers, the LRO will assist with the interpretation of collective agreements, workplace policies and procedures, as well as the identification, design, development, and implementation of Human Resource policies and programs to meet the needs of the organization.

Key Responsibilities

- Provide support and guidance to managers to ensure best HR practices are followed and collective agreements are correctly interpreted and applied.
- Provide advice and support to managers to ensure progressive discipline, performance management, attendance management issues, and grievances are properly administered.
- Participate in collective bargaining and essential services planning.
- Investigate and handle workplace harassment complaints, human rights complaints, and other workplace disputes.
- Maintain continuing awareness of all changes to federal and provincial legislation pertaining to labour and employee relations.
- Conduct educational training sessions and attend labour and management meetings as required.
- Provide guidance and ensure that the organization is in compliance with prevailing employment and labour legislation and related statutes.
- Provide labour relations advice and support to Occupational Safety and Health, payroll and scheduling.

Selection Criteria

- Certificate or degree in Human Resources Management and/or an equivalent combination of education, training and experience. Human Resource Professional designation is an asset.
- Minimum two years human resource management experience in a unionized environment required. Other suitable combinations of education and experience may be considered.
- Experience in health care environment preferred.
- Knowledge on the interpretation and application of collective agreement provisions and human resource policies such as progressive discipline up to and including termination.
- General knowledge of all aspects of human resource services and employee administration.
- Experience with an electronic Human Resource Management System is required.
- Given the cultural diversity of our region, proficiency of both official languages is highly desired.
- Valid Manitoba drivers license.

The Organization

Headquartered in Selkirk, the Interlake-Eastern Regional Health Authority (IERHA) accounts for almost 10 per cent of Manitoba geographically and 10 per cent of its' total population. Encompassing Manitoba's cottage country, the IERHA extends east to the Ontario border, north to the 53rd parallel, west to the eastern shores of Lake Manitoba and south to Winnipeg's north perimeter dipping down just past Winnipeg to slightly below the Trans-Canada Highway eastwards to Ontario. Serving a resident population of 132,000, the IERHA provides health services with 3,200 staff, 10 hospitals, 16 personal care homes, 17 community health offices, 19 EMS stations, 6 dialysis sites and a Quick Care Clinic. The IERHA provides services to 17 First Nation communities representing 27% of our population and 2 French language service areas.

To apply, send a resume and cover letter to:
Jen@harrisleadership.com quoting project #30118.