



Human Resources Consultant – Employee Relations

Location: Headquarters - Stephenville

Job Opening ID: 10143

Permanent, full-time

Commencing: As soon as possible

Deadline to Apply: July 18, 2019

PUBLIC POSTING

DUTIES: As part of the Human Resources team and reporting to the Manager of Employee Relations, the primary focus of the Human Resources Consultant (Employee Relations) will be to ensure the effective and efficient resolution of employee and labour relations matters for College of the North Atlantic staff provincially. The incumbent will be responsible for providing consistent advice and guidance to managers when addressing employee performance concerns, initiating disciplinary action, and addressing other employee related matters; taking a lead role in conducting and reporting on workplace investigations when necessary; assisting in the resolution of outstanding grievances by providing support and guidance to the affected manager during the grievance process and conducting research for grievance meetings; communicating and liaising regularly with union officials (NAPE) and government departments on matters relevant to employee and labour relations; ensuring fair and consistent interpretation and administration of three collective agreements; and assisting with applicable disciplinary and/or job related actions when required. Other human resources related responsibilities may include developing and delivering management training and information sessions; assisting with the assessment of disability management/early and safe return to work files; and assisting with harassment investigations. Some travel will be required.

QUALIFICATIONS: Candidates must demonstrate a thorough knowledge of human resources management with a focus on employee/labour relations and alternative dispute resolution. Candidates must have strong interpersonal skills with the ability to build and sustain effective working relationships with key stakeholders; effective communication skills (oral and written); strategic and critical/analytical thinking skills; an ability to respond and resolve issues with tact and diplomacy; and an ability to professionally manage competing tasks utilizing effective time management and priority assessment skills. The required knowledge and skills would normally have been obtained through the successful completion of a Bachelor's Degree in Commerce, Business Administration, or related field, with a concentration in Human Resources Management or Employee/Labour Relations; extensive experience in a human resources management role with an emphasis on employee/labour relations; training and/or experience with alternative dispute resolution; and demonstrated experience with collective agreement interpretation and administration. Preference will be given to candidates with employee/labour relations experience in a post-secondary and/or public service environment. An equivalent combination of education and experience may also be considered.

SALARY INFORMATION: HL 19 - \$59,806.00 - \$77,748.00 per annum (*classification under review*)

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at www.cna.nl.ca/careers. Verification of credentials and the names and contact information of three professional references, including a current supervisor reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Robert Adams, Human Resources Consultant at robert.adams@cna.nl.ca or by phone at (709) 758-7055.