

TEAM Job Description Labour Relations Officer

JOB DESCRIPTION AND FUNCTIONS

As a general description of the Employee's job functions, the parties acknowledge and agree that, until further notice, the *Labour Relations Officer* shall be responsible for the following:

- (a) Reporting to and assisting the Executive Director in ensuring that the Collective Agreement (CA) between the Employer and TEAM– IFPTE Local 161 (TEAM) is properly and fairly administered.
- (b) Planning, co-coordinating and negotiating CAs on behalf of TEAM members as directed and when designated by the Executive Director. *[See TEAM Bylaw 15.1].*
- (c) Interpreting and administering federal and provincial legislation, CAs, LOU, MOU and policies and ensuring compliance.
- (d) Investigating alleged violations of policies, agreements and legislation.
- (e) Advocating for TEAM members in all facets of labour relations, including arbitration, bargaining unit determinations, labour-management committees, policy development and grievance handling.
- (f) Providing representation and advice on a variety of topics including, but not limited to, discipline, performance management, absence management, legislative issues, pay equity, job classifications, workforce adjustment, health and safety, harassment, workers compensation and collective bargaining.
- (g) Preparing strategies and options to provide strong union representation, including anticipating the Employer's arguments and determining applicable precedents, arguments and positions prior to grievance hearings, mediations and staffing complaint processes.

- (h) Developing and co-coordinating the Area Representatives, including designing and delivering training, and providing ongoing mentorship.
- (i) Preparing and delivering reports to the Executive Director, TEAM Committees, TEAM membership and/or the Employer as required.
- (j) Serving on task forces/committees to make recommendations and to provide knowledge and expertise as directed by the Executive Director.
- (k) Attending meetings, seminars, training sessions, and conferences with other Labour agencies to exchange ideas, opinions, and practices that impact the effectiveness of TEAM.
- (l) Supporting the Executive Director, office staff, and members as assigned by, or authorized by the Executive Director.
