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OPPORTUNITY PROFILE SENIOR LABOUR RELATIONS ADVISOR



the right people

## YUKON EMPLOYEES' UNION | SENIOR LABOUR RELATIONS ADVISOR

### CONTENTS

THE ORGANIZATION	YUKON EMPLOYEES' UNION	1
THE LOCATION	WHITEHORSE, YUKON, CANADA	2
THE OPPORTUNITY	SENIOR LABOUR RELATIONS ADVISOR	3
	Duties & Responsibilities	4
	Qualifications	6
	Competencies	7
COMPENSATION		8
CONTACT		8





## THE ORGANIZATION

## YUKON EMPLOYEES' UNION

Located throughout the beautiful and historic territory of the Yukon, Yukon Employees' Union ("YEU") is a component of the Public Service Alliance of Canada. Representing almost 6,000 members across the territory, YEU has members working in every community.

YEU's staff support workers across a wide spectrum of careers. Its members are blackjack dealers, highway graders, wildlife biologists, geologists, nurse practitioners, and all professions in between. YEU advocates for the rights of all workers, unionized or not. YEU's staff are highly trained, and work closely with the volunteer Shop Steward network to ensure members receive quality representation at every point of contact with the Union. The staff of YEU also develop and deliver training to its members and volunteer network. YEU assists workers, advocating for those unionized, and those without the protection of a negotiated contract. Yukon Employees' Union. Stronger. Together.

To learn more, please visit Yukon Employees' Union 's [website](#).



## THE LOCATION

## WHITEHORSE, YUKON TERRITORY

Home to 43,744 inhabitants, the Yukon is revered for its wild, mountainous grandeur. The natural beauty of northern Canada makes the territory a haven for year-round outdoor recreation, including mountain biking, hiking, skiing, dog sledding, watching the Aurora Borealis, and canoeing world-famous rivers. Citizens of 14 Yukon First Nations make up 25% of the Territory's total population. The capital of Yukon is Whitehorse, "Canada's Wilderness City," which is known for its scenic location along the Yukon River, vibrant arts and adventure scene, and family-friendly lifestyle. Boasting all the amenities of a cosmopolitan center, but with the charm, community, and fresh air of a smaller town, Whitehorse is known as one of the best cities in Canada in which to live and work.



Whitehorse is home to a range of restaurants, cafés, pubs, boutiques, and galleries that would be comfortable in any cosmopolitan context. Because of the city's proximity to the Pacific Ocean, the climate is milder than in other northern communities at comparable latitudes, with pleasantly warm and lush summers, bright and sunny winters, and the most spectacular fall colours in the country. The Yukon offers cultural depth and varied lifestyles that are unique across Canada. To learn more, please visit Travel Yukon's [website](#).



## THE OPPORTUNITY

## SENIOR LABOUR RELATIONS ADVISOR

The Senior Labour Relations Advisor (“SLRA”), under the direction of the Executive Director (“ED”) provides coaching and guidance to Labour Relations Advisors (“LRA”) regarding merit decisions, representation issues and case strategies. The SLRA also works as an LRA, providing expert advice to Local and Component Executive members, Shop Stewards, Component staff and the YEU membership at large regarding labour relations matters and interpretation of collective agreements.

The SLRA is responsible for representing bargaining unit members to ensure their statutory and bargained rights and entitlements are upheld in relation, while also leading and coaching the LRA team.



The SLRA has significant influence on the quality of grievance decisions by the LRAs and must ensure their advice is consistent with collective agreements, legislation, evolving law, and YEU strategy. LRAs have influence on the outcome of all grievances filed by bargaining unit members because of their role in providing expert advice to members and shop stewards. Innovative and strategic problem solving are essential for negotiating early settlements and achieving positive outcomes for members and Locals.

This is an outstanding opportunity for a progressive labour relations leader to guide the work and mentor a team of Labour Relations Advisors in order to enable maximum impact and member service across the Yukon. The SLRA should bring strong people leadership skills and know how to manage workloads and resources to create an engaged team of professionals who deliver outstanding support to YEU's many members.



## Duties & Responsibilities

- Oversee representation decisions and strategy of the LRAs, providing coaching and feedback,
- Guide LRAs on merit reviews, recognizing LR issues, case questions and strategy, ensure grievance decisions are consistent with collective agreements, legislation, legal principles, and YEU political strategy,
- Proofread all submissions from LRAs, providing constructive feedback; recommend training needs for LRA group and individual LRAs
- Consult with the ED regarding LR strategy, trends, policy , and strategically important grievances,
- Investigate and respond to complaints and inquiries from bargaining unit members or Shop Stewards regarding the application of the collective agreement, relevant legislation, and LR principles,
- Counsel bargaining unit members on their rights, responsibilities, and options with respect to an LR issue and refer them to appropriate resources as necessary,
- Liaise with Intake Advisor (or Intake Team) to provide guidance on the assignment and direction of cases,
- Assess the merits of grievances and appeals and determine the appropriate course of action based on relevant law, labour relations principles, and the collective agreement;; interpret and apply legislation, policies, and collective agreements affecting the rights, privileges and conditions of members,
- Represent (and/or support Shop Stewards in representing) bargaining unit members' rights and interests at fact finding and disciplinary meetings with employer representatives,
- Participate in case management teams for members returning to work and/or requiring accommodation due to a disability; ensuring their statutory and collective agreement rights are protected,
- Research relevant case law and LR principles, and monitor current trends, court decisions, legislation and regulations affecting the LR environment,





- Analyze documentation related to job competitions and appeals; prepare arguments and supporting documentation for presentation in front of an arbitrator,
- Represent bargaining unit members or the union at formal, final level hearings with the employer,
- Analyze decisions made at the final level of the grievance process to determine whether there is merit to advance the matter to arbitration; make recommendations and prepare the necessary documentation,
- Support the arbitration process by consulting with PSAC staff and providing advice, notes, and evidence,
- Provide support and advice to Local executives and Shop Stewards as required and at joint labour / management meetings,
- Ensure all notes, records or evidence pertaining to a grievance or enquiry are managed appropriately to facilitate effective communication and case management,
- Use effective interpersonal skills to communicate complex or sensitive information and to negotiate terms of grievance settlements with employer representatives to avoid the necessity of formal hearings,
- Provide advice, guidance and assistance to Shop Stewards or Local Executives to support problem solving, and the preparation and handling of grievances, and
- Support the Component's goals to educate (Shop Stewards and/or Membership) by providing advice and guidance on the development and delivery of educational materials in coordination with the Education and Strategic Communications Officers; this may include preparing materials and facilitating discussions on current labour relations topics.





## Qualifications and Competencies

- Post-Secondary Degree in a related field (HR, LR, Legal Studies, etc.),
- Seven-ten+ years of related experience,
- Well defined diplomacy, including solid negotiation, conflict resolution, and people management skills,
- Ability to identify issues and implement creative and strategic solutions to overcome problems,
- Strong leadership skills to coach and advise Labour Relations Advisors,
- Superior knowledge of legal principles in administrative and labour law including evolving jurisprudence,
- Excellent writing, communication, interpersonal, and proof-reading skills,
- Ability to recognize legal and political reasons for advancing grievances,
- Sound analytical thinking, planning, prioritization, and execution skills,
- Ability to manage files from start to finish; ability to work individually as well as part of a team,
- Ability to respond quickly in a dynamic and changing environment; ability manage conflicting demands,
- Ability to deal with people sensitively, diplomatically and professionally at all times,; ability to give and take constructive criticism,
- Labour relations, legal, and union contract and procedure expertise; strong knowledge of legal concepts, principles, and terminology,
- Ability to read, interpret, and apply legal documentation, laws, or legislation,
- Ability to work under pressure and handle tense and stressful situations,
- Demonstrated expertise in legal and corporate research techniques
- Ability to write and format moderately complex correspondence and presentations,
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment,
- Strong presentation and public-speaking abilities,
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion.





## Competencies

- **Cooperation** - works with others to prevent conflict and share resources to encourage symbiotic relationships within the organization,
- **Attention to Detail** - attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered,
- **Cultural Sensitivity** - promotes an inclusive environment exemplified by understanding all cultural groups,
- **Time Management** - Balances a myriad of tasks; prioritizes duties as needed,
- **Teamwork** - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment,
- **Leadership** –Able to provide effective coaching to Labour Relations Advisors. Works well with a wide range of individuals to provide support, coaching, encouragement, and direction,
- **Ownership** - Takes pride in the work that is accomplished and understands the function of tasks within the larger picture of the organization. Ensures deadlines are met and work is completed properly,
- **Client/Customer Focus** - Provides superior service to both internal and external customers,
- **Communication** - Expresses and transmits information professionally, and with consistency and clarity,
- **Conflict Management** - Foresees potential conflict and takes preventative steps. Handles conflict when it arises, assisting with resolution or determining solutions,
- **Judgment** - uses sound reasoning when faced with issues; ability to make quick, effective decisions,
- **Negotiation** - gains support of proposals, and solutions; reaches deals and compromises on what will work best for the organization; considers other opinions while holding strong to organizational goals,
- **Professionalism** - demonstrates professional standards of conduct governing interpersonal interactions,
- **Results Orientated / Accountable** - focuses on outcomes, and how they are achieved by meeting and or exceeding performance, goals, and objectives, as well as the performance and/or achievements of others; takes ownership of personal workload.





## COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

## FOR INFORMATION PLEASE CONTACT:

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