



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/28

Labour Relations Advisor

Job ID 18-968-07-145-3976

Web Address

<https://careers.indigenous.link/viewjob?jobname=18-968-07-145-3976>

Company CSIS

Location Ottawa, Ontario

Date Posted From: 2019-02-06 To: 2050-01-01

Description

Closing Date 2019-04-03

Reference Number 18-968-07-145

Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$69,350 - \$84,360

Status Indeterminate (permanent)

Language Requirement Bilingual Imperative (CBC/CBC)

Job Summary

- Counsels employees and managers by interpreting and applying labour relations policies, procedures and directives and/or collective agreement/terms and conditions of employment.
- Prepares memorandums, reports and letters in response to requests from employees and management regarding labour relations matters, policies and procedures.
- Investigates, analyzes and manages the grievance process.
- Conducts special projects and recommends improvements to the employee/labour relations program.
- Advises management in all labour relations matters including conduct and disciplinary measures.
- Manages and coordinates the harassment complaint and resolution process.
- Researches case law and jurisprudence.
- Provides and delivers information sessions on the role and mandate of labour relations.

- Establishes and maintains good work relations and builds partnerships with clients, stakeholders and employee representatives

Education

- Undergraduate degree in a field related to the position, such as human resources, labour or industrial relations, psychology, public or business administration, organizational development, education sciences, social sciences, economics or statistics, or HR certification recognized by Chartered Professionals in Human Resources Canada/Human Resources Professionals Association (Ontario)

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

Experience

Two (2) years of relevant experience within the last seven (7) years. Relevant experience is defined as:

- Significant experience in dealing with unrepresented and/or represented employees.
- Significant experience in providing sound advice and guidance to managers on complex labour relations matters (such as discipline, performance management, duty to accommodate cases, harassment resolution).
- Experience writing briefing material related to Labour Relations issues for senior management, such as briefing notes and presentations.
- Experience in managing grievances, complaints and alternative recourse processes.
- Significant experience in interpreting collective agreements, legislation, human resources policies and jurisprudence.

Significant experience will be evaluated in terms of depth and breadth of activities; complexity and diversity of work handled (i.e. files of various complexities, multiple issues, partners or clients, impacts or risks) and level of autonomy demonstrated. This level of experience is normally acquired in a period of two (2) years. Please explain how you meet the experience requirement by citing concrete examples. The following experience may be considered an asset:

- Experience in developing and implementing human resources and compensation strategies, policies and guidelines.
- Experience with the negotiation process.
- Experience in having difficult conversations.
- Familiar with labour relations issues and processes within the federal public service.
- Experience in administrative investigation processes.
- Experience in preparing and delivering training sessions to various levels of employees and managers.

Competencies

- Advisory

- Analytical Skills
- Communication
- Organizational Skills/Multitasking
- Teamwork

Conditions of Employment

Not Applicable

Notes

Not Applicable

Reference Links

Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Labour Relations Advisor