



# 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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

## Senior Advisor, Labour & Employee Relations

|                    |   |                           |
|--------------------|---|---------------------------|
| <b>Job ID</b>      | <b>22-A8-F8-F2-14-D3</b>  |                           |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=22-A8-F8-F2-14-D3">https://careers.indigenous.link/viewjob?jobname=22-A8-F8-F2-14-D3</a> |                           |
| <b>Company</b>     | The Royal Canadian Mint   |                           |
| <b>Location</b>    | Ottawa, Ontario   |                           |
| <b>Date Posted</b> | From: 2022-10-17  | To: 2022-12-16            |
| <b>Job</b>         | Type: Full-time   | Category: Human Resources |
| <b>Languages</b>   | Bilingual Essential (English & French)  |                           |

### Description

The Royal Canadian Mint is hiring a Senior Advisor, Labour & Employee Relations who can thrive in a dynamic and inclusive environment. Reporting to the Senior Manager, Labour & Employee Relations, the Senior Advisor is responsible for advising and supporting management staff on issues related to labour relations, the interpretation and application of collective agreements, performance management, and internal policies. The incumbent responds to management queries on labour relations issues and maintains daily contact with union representatives to promote and maintain a collaborative environment.

#### Key Responsibilities:

- Provides hands-on support and expert advice to people leaders and Human Resources team on labour relations matters, including:
  - absenteeism and attendance management
  - issues related to performance management
  - disciplinary measures
- Conducts research and investigates grievances at the first step of the conflict resolution process
- Responsible to ensure that the Harassment Discrimination and Violence in the Workplace Policy is kept up to date and compliant with legislation
- Conducts internal workplace investigations, including harassment/discrimination/violence in the workplace
- Provides expert advice on complex disability and accommodation files
- Provides support in the preparation of collective agreement negotiations
- Develops and delivers training sessions to management on various labour relations topics

#### Requirements:

- University degree in Industrial Relations or related field
- Minimum of 7 years of related business experience
- Deep knowledge of labour relations concepts and relevant federal employment legislation
- Proficiency in using Microsoft Office suite software (Word, Outlook, PowerPoint, and Excel)
- Proficient in conducting Workplace Harassment investigations in compliance with legislation
- Ability to exercise judgment and analyze various situations
- Excellent planning and organizational skills, initiative and autonomy
- Ability to create and maintain interpersonal relationships at various levels
- Bilingual essential (English & French)

The health and safety of our employees is a top priority. The Mint has developed significant and rigorous safety protocols to address the COVID-19 pandemic.

At the Mint you will collaborate with a diverse group of people and be a part of an iconic Canadian organization. We pay competitive salary and offer a range of benefits that support employees and their families. The Mint supports its employees by focusing on their growth and development. Selected candidates will be required to complete a background check facilitated by the Mint, in order to obtain Secret Clearance status.

The Mint is committed to building a team that represents a variety of backgrounds, perspectives, and skills. We value diversity and aim to provide an inclusive, barrier-free recruitment, selection and onboarding process to ensure that each

candidate is treated respectfully. You are welcome to self identify with one of the four employment equity groups (women, Indigenous peoples, persons with disabilities and members of visible minorities) in your application.

**How to Apply**

If you need accommodation at any point in the application or interview process, please let us know; we are committed to being an inclusive employer.

Ready to mint your career Please forward your resume to [EE@mint.ca](mailto:EE@mint.ca) by November 11, 2022. We thank all candidates who apply, however, only those selected for further consideration will be contacted.

We look forward to receiving your application.