



EXTERNAL JOB POSTING

Date:	September 28, 2023
Position:	Labour Relations Officer – Classifications
Department:	Classifications
Status:	Regular / Full-time
Salary:	Per HSA/HSASU Collective Agreement (\$107,842.66 to \$124,198.13 annually)
Start:	On selection of the successful candidate
Responsible to:	Membership Services Coordinator – Classifications

HSA is working towards equity and encourages people who experience marginalization (including but not limited to people of the global majority, women, people with disabilities, 2SLGBTQIA+ and diverse faiths) to apply for career opportunities within our organization.

HSA recognizes the efforts of our employees and is committed to excellent compensation, superior benefits and ongoing recognition to maintain work/life balance.

Position Summary

Under the general direction of the Membership Services Coordinator – Classifications, the LRO is responsible for supporting HSA stewards in the administration of the classification provisions of HSA's collective agreements including analyzing job descriptions, negotiating directly with employers and grievance handling. This position is also an internal resource to other staff on classification matters.

Duties and Responsibilities

- Serve as a resource to staff and members on classification issues
- Interpret and administer the classification provisions of the collective agreements
- Process classification grievances at the appropriate stage of the grievance process
- Organize classification project work
- Scrutinize job descriptions and negotiate appropriate classifications with employers' bargaining agents
- Apply professional criteria in evaluating the appropriate bargaining unit for a position
- Use effective negotiating and communication skills, including public speaking, report and letter writing
- Attention to detail and have strong organizational and strategic planning abilities
- Other duties, as assigned

Qualifications and Requirements

Labour Relations Officer positions require hard work, self-reliance, ability to deal with stress and flexibility in personal arrangements.



Specifically, the successful candidate will have:

- Extensive union experience in HSA or another union, including responsibility for representing members at higher stages of the grievance procedure. Minimum two years' experience as a Labour Relations Officer is preferred
- Post-secondary education in a health or social services field, or in an Industrial Relations program or equivalent
- A thorough knowledge of HSA collective agreements
- Knowledge of classifications systems applicable to HSA members
- Knowledge of labour and human rights legislation
- Commitment to trade union principles
- Demonstrated advocacy and problem-solving skills
- Outstanding written and oral communications skills
- High attention to detail

This position also requires an ability to travel anywhere in the province on short notice. Possession of a valid BC Driver's License and vehicle is required.

Closing Date: October 29, 2023

**Please forward applications
which includes a cover letter & resume by e-mail:**

**To: Evelyn Tsang
Human Resources Coordinator
Health Sciences Association
via e-mail at: evelyn.tsang@hsabc.org
with a copy to: stella.lee@hsabc.org**