



EXTERNAL JOB POSTING

Date:	September 21, 2023
Position:	Labour Relations Officer
Department:	Various - Classifications and Servicing
Status:	Casual, On-Call (Relief)
Start:	On selection of the successful candidate
Salary:	Per HSA/HSASU Collective Agreement (\$56.31 to \$64.85 per hour)
Responsible to:	Membership Services Coordinator

HSA is committed to recruiting and retaining diverse staff and encourages people who experience marginalization (including but not limited to Indigenous Peoples, racialized/people of the global majority, women, people with disabilities, 2SLGBTQIA+, gender diverse, newcomers, 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

The casual Labour Relations Officer (LRO) may be assigned to the Classifications Department and/or the Servicing & Negotiations Department.

Under the general direction of the Membership Services Coordinator, the LRO is responsible for supporting HSA stewards in the administration of HSA collective agreements. The LRO is a resource to members on employment related matters such as collective agreement interpretation, grievance handling, workplace conflict, discipline, classifications, occupational health and safety, workplace restructuring, and bargaining. The Labour Relations Officer establishes working relationships with employer representatives to effectively advocate on behalf of HSA members.

Duties and Responsibilities

- Informs members about their collective agreement rights and obligations.
- Serves as a resource to staff and members on classification issues.
- Provides contract interpretation and labour relations advice.
- Organizes classification project work.
- Applies professional criteria in evaluating the appropriate bargaining unit for a position.
- Assists stewards with the grievance process.



- Serves as the primary spokesperson for the union at grievance meetings.
- Communicates with employer representatives for the purposes of establishing a working relationship, resolving grievances, and solving problems.
- Scrutinizes job descriptions and negotiates appropriate classifications with employers' bargaining agents.
- Negotiates agreements including return-to-work, duty to accommodate, labour adjustment, workplace restructuring, and essential services.
- Guides members through processes related to occupational health and safety, worker's compensation, and long-term disability.
- Provides assistance, as requested, to the Legal Department on matters pertaining to arbitration hearings or Labour Relations Board proceedings.
- Other related duties and special projects as assigned.

Qualifications and Requirements

LRO positions have a large workload and may require a high level of flexibility and adaptability due to the ever changing and sometimes urgent nature of labour relations work.

Specifically, the successful candidate will have:

- Post-secondary education in a health or social services field, or in an Industrial Relations program or equivalent.
- Minimum two years' experience as a Labour Relations Officer is preferred.
- In depth understanding and skills in being responsible for representing employees at higher stages of the grievance process.
- Demonstrated commitment to equity, diversity, decolonization and inclusion.
- Knowledge of classifications systems.
- Knowledge of labour and human rights legislation.
- Commitment to trade union principles.
- Demonstrated advocacy and problem-solving skills.
- Outstanding written and oral intercultural communications skills.
- Attention to detail and strong organizational and strategic planning abilities.

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



Closing Date: October 22, 2023

**Please forward applications
which include 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**