

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

**HYBRID LABOUR RELATIONS SPECIALIST**  
Permanent Full-Time

<b>JOB ID:</b> C73-24	<b>LOCATION:</b> Remote & 151 Centre St., Shelburne, ON
<b>JOB TYPE:</b> Permanent Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on December 25, 2024

Reporting to the Manager of Human Resources, the Labour Relations Specialist contributes to a positive labour relations environment at Dufferin Oaks Long Term Care Home by providing analytical, technical, strategic, and administrative support to a wide range of labour relations initiatives. This position proactively identifies issues through discussion with employees, unions and management, and supports the development and implementation of innovative and strategic solutions to employee relation issues that align with Dufferin Oaks mission, vision and values.

**What we can offer YOU!**

- A competitive hourly wage ranging between \$48.66 – \$56.93 (April 1, 2024 Non-Union Pay Grid);
- Hybrid work model
- Enrolment in our comprehensive health benefits program
- Eligible to enroll in OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

**What you'll do**

- Develop positive relationships and establish credibility with the Administrator, managers, unions, and staff throughout the Home.
- Provide strategic advice and subject matter expertise on human resources policies and procedures, collective agreements and employment law, in a manner that is progressive, compliant and contributes to equitable practices.
- Liaise with union leaders, regional representatives, and legal counsel on a variety of issues including negotiations, grievances, attendance and accommodation issues.
- Provide advice and guidance on disciplinary matters and recommend performance management strategies
- Lead investigations of employee misconduct, prepare interview questions, and draft reports
- Participate in joint union – management committees, provide administrative support
- Administer the process for Workplace Safety & Insurance Board (WSIB), Short-Term Disability (STD) and Long-Term Disability (LTD) claims and facilitate early and safe return to work.
- Review accommodation requests and support the Attendance Management Program
- Manage all levels of the grievance process in accordance with the collective agreement
- In collaboration with the Administrator, represent the County's position at mediation and arbitration meetings
- Develop appropriate strategies and recommendations on issues surrounding collective bargaining or collective agreement interpretation
- Foster a diversity, equity and inclusion (DEI) culture by ensuring DEI is considered in all aspects of position

## What you'll bring

- Post secondary degree in Human Resources Management, Labour Relations or a related field
- Certified Human Resources Professional (CHRP)
- Human Resources Professional Association (HRPA) membership in good standing
- Minimum three (3) years' experience in a human resources role
- Minimum one (1) year experience actively participating in collective bargaining tables, arbitration and mediation, preferably as the second chair
- Demonstrated ability to maintain confidentiality and use independent judgment
- Knowledge of labour relations theory, principles and practices, relevant legislation, statutes and regulations
- Experience applying mediation techniques and practices to mediate between parties and achieve satisfactory outcomes
- Proven negotiation skills to resolve complex disputes
- Ability to think and interact effectively, tactfully and courteously with all levels of staff
- Knowledge of relevant legislation, policies and procedures including the Ontario Employment Standards Act, Ontario Human Rights Code, Pay Equity Act, Labour Relations Act, and the Ontario Health and Safety Act, and the Long-Term Care Homes Act
- Proficient with Microsoft Office Suite or related software.
- Valid Class G driver's license and access to reliable transportation required
- Satisfactory police vulnerable sector screening when working in Long Term Care
- Two Step Tuberculosis test when working in Long Term Care

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

## Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.



All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by **January 8 2025**. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

DISCOVER YOUR CAREER WITH US

