

AMAPCEO

EMPLOYMENT POSTING

WORKPLACE ADVISOR

(Reporting to the Director of Labour Relation Services)

Full-Time, Permanent

Classification Salary Level III - \$82,017 - \$105,984

Major Focus of the Position:

Providing initial advice and guidance to AMAPCEO members and AMAPCEO Workplace Representatives on terms and conditions of employment and on the dispute resolution processes and practices;

Assisting AMAPCEO in delivering dispute resolution and member representation/advocacy services to its members; Providing assistance and support to activist education/training, and to joint Employer-AMAPCEO committees as required.

Major responsibilities include:

- Provides information, guidance, advice, and in some cases advocacy, to members and Workplace Representatives on terms and conditions of employment, on Collective Agreement rights and entitlements, and on specific workplace issues and/or problems;
- Provides support and assistance to a team of Dispute Resolution Officers, including but not limited to, reviewing informal and formal disputes and other workplace issues, reviewing and analyzing relevant labour and/or employment law, Grievance Settlement Board caselaw, and other labour tribunal jurisprudence;
- Assists in the education and training of Workplace Representatives, and other activists, as well as education of the broader AMAPCEO membership on collective agreement rights and entitlements and terms and conditions of employment, including providing subject matter expertise during the development of curriculum;
- Assists and supports Workplace Representatives and members with RADAR, AMAPCEO's electronic workplace issue / dispute tracking tool; Assists and supports the Workplace Representatives Mentorship program by acting as Subject Matter Expert (SME) to support mentors, as primary contact for mentors, and mentees;
- Provides staff support on other labour relations initiatives and or projects as well as to internal AMAPCEO committees as assigned; When requested, provides assistance and support to AMAPCEO representatives committees (ERCs), and other joint employer-AMAPCEO bodies; and
- Other duties as assigned.

Candidates should possess:

- A university degree, preferably in a related field of study, or at least 3-years' related experience;
- Knowledge of collective agreement(s), and other agreements and related documents, between AMAPCEO and the employer(s); Knowledge of the Ontario Public Service and the employer's organizational and employment-related decision-making structures;
- Knowledge of relevant federal and provincial labour relations and employment statutes and regulations;
- Relevant experience working in the field of labour relations, specifically in the areas of dispute resolution and/or grievance handling; Experience interpreting/administering collective agreements and human resource policies and practices, and employment/labour law and caselaw;
- Experience in presenting information and leading or facilitating education and training initiatives;
- Excellent interpersonal and relationship management skills, including listening, counselling, advocating, negotiating grievance settlements, advising and conflict

resolution, situation-appropriate assertiveness and functioning in a team and/or committee environment;

- Highly developed collaborative, consultative skills, with a respectful and thoughtful approach and style and the ability to work with volunteer officers and committees;
- Excellent written and verbal communication skills; Ability to prepare accurate, timely and comprehensive reports; Ability to research, analyze and synthesize both qualitative and quantitative information clearly and concisely;
- Demonstrated ability to exercise tact and diplomacy while maintaining strict confidentiality, and to work effectively in a consultative and collaborative environment;
- Excellent organizational skills and a demonstrated ability to prioritize work with competing interests to ensure deadlines are met; to work independently and flexibly in a busy, small team environment; and to be effective, efficient, co-operative and flexible in a small, collegial, fast-paced, multi-issue office with a mix of elected officials, volunteers, and professional staff;
- Ability to use PC / networked computer sufficient to manipulate database information, produce own correspondence, analyses, and reports with text and numeric elements, and perform Internet searches.

Work Location: AMAPCEO Office, 1 Dundas St W, Suite 2310, Toronto, Ontario, M5G 1Z3

Travel Requirements: Occasional travel required.

All interested applicants should submit a résumé with covering letter by e-mail to hu@amapceo.on.ca by **Monday, January 23rd, 2023, before 4:00 p.m.**, to the attention of Grace Hu, *Human Resources Officer*. A copy of the job description is available upon request.

Diversity, Inclusion, and Accessibility:

AMAPCEO as an Employer is committed to fostering a diverse and inclusive work environment where differences are respected, valued, and embraced. As a result, we invite applications from women, Indigenous Peoples, people living with disabilities, persons of all races, ethnicities, religions, abilities, sexual orientations, and gender identities and expressions.

If you require a disability-related accommodation to participate in the recruitment process, please provide your contact information to the Human Resources Officer.

Thank you for your interest in working at AMAPCEO. Only candidates who have been shortlisted for an interview will be contacted.