

Career Opportunity

SENIOR MANAGER, EMPLOYEE AND LABOUR RELATIONS

Community Living Toronto (CLTO), a recognized leader in the Developmental Services sector, seeks a Senior Manager, Employee and Labour Relations. This is a full-time, permanent role.

Community Living Toronto is proud to support over 4,000 individuals and their families in more than 80 locations across Toronto. We continue to advocate for inclusive communities and support the rights and choices of people with an intellectual disability.

Our mission is to foster inclusive communities by supporting the rights and choices of people with intellectual disabilities. Our vision is 'A society where everyone belongs. A society where everyone is valued.'

The elimination of racial discrimination and racism is an essential part of CLTO's efforts to cultivate an equitable and inclusive learning environment and work culture. We aspire to a culture where equity and inclusion are naturally occurring, and diversity is embraced as a source of learning and pride.

THE IDEAL CANDIDATE

The Senior Manager, Employee and Labour Relations is an experienced professional and expert on employee and labour relations. This individual brings demonstrated collective bargaining and labour relations experience combined with an in-depth understanding of relevant and HR-related legislation.

The ideal candidate brings change management skills, project management experience, and is able to present recommendations for action based on data analysis.

They respect, implement, integrate, and uphold the principles of Equity, Diversity, and Inclusion (EDI) in all practices and procedures and always ensure the focus remains on enabling Community Living Toronto's Mission, Vision, and Values.

JOB SUMMARY

The **Senior Manager, Employee and Labour Relations** serves as subject-matter expert for Community Living Toronto on employee and labour relations, responsible for developing and overseeing the implementation of strategies that enhance employee motivation, engagement, and performance and reduce conflict. Develops and executes labour relations and bargaining strategies, oversees escalations in the grievance process, participates as a negotiator on the collective bargaining team, and advises on strategic labour and employee relations matters to leaders. Oversees team responsible for the provision of strategic and tactical labour/employee relations advice to leaders and implementation of HR initiatives. Acts as a resource to all levels of management, ensuring appropriate action is taken with respect to staff engagement and performance in support of the Association's strategic plan and are in accordance with its core values, policies, and practices.

KEY RESPONSIBILITIES

Strategic Advisor

- Acts as an advisor in all aspects of staff engagement and performance management, providing innovative recommendations and solutions to leaders and empowering them to effectively manage their teams.
- Provides direction and guidance at all levels on interpretation, application, and administration of the collective bargaining agreement, human resource policies, procedures and practices, and related employment legislation and regulations.
- Serves as trusted E/LR advisor to corporate departments comprising a diverse internal client set.
- Oversees day-to-day work of the Human Resources Business Partners (HRBPs) as well as contributing to their efforts.

Labour Relations

- Builds relationships with the Union and other stakeholders, promoting a culture of trust and collaboration and ensuring a fair and equitable approach to employee/ labour relations. Provides direction on achieving a harmonious union-management and employee-employer relationship and a labour relations environment that is positive and productive.
- Serves as a key participant in the collective bargaining process, advises management and works with union officials on the interpretation and application of the collective agreement.
- Manages and develops effective labour relations practices overseeing the grievance process and any escalations and providing consultation and support to HRBPs.
- Convenes the Labour-Management Committee in conjunction with the union executive.
- Provides support to the CPO in preparing for and conducting labour negotiations.
- Oversees workplace investigations.

Employee Relations

- Partners with HRBPs and other colleagues in HR to identify human resources, performance management, and organizational development issues or needs. Advises directors, managers, and HR colleagues on the interpretation of relevant policies, collective bargaining agreements, legislation and other terms and conditions of employment.
- Provides employee relations support and coaches managers on how to coach supervisors and staff.

Occupational Health and Safety (OHS)

- Provides direction to the OHS unit to ensure goal setting and alignment with HR strategic and operating plans.
- Tracks key OHS metrics and addresses deviations of significance.

QUALIFICATIONS:

- Bachelor's degree in HR Management, Business Administration, or a related discipline. Master's degree an asset.
- Recognized HR designations such as CHRP or CHRL an asset.
- A minimum of 7 years of progressive experience as a HR Business Partner or Employee/Labour Relations specialist including 3+ years of progressive people management experience.
- Collective bargaining and labour relations experience is required.

SALARY: TBD

TO APPLY:

SEND YOUR COVER LETTER AND RESUME TO:

careers@cltoronto.ca

PLEASE QUOTE 'SENIOR MANAGER EMPLOYEE & LABOUR RELATIONS' IN THE SUBJECT LINE

When required, accommodation for disabilities will be provided, on request.

By submitting your application, you confirm that the information included is accurate and true. Misrepresentation or omission of facts in connection with your application may be sufficient cause for dismissal.