

## Manager of Employee & Labour Relations

Almonte General Hospital and Carleton Place & District Memorial Hospital created the Mississippi River Health Alliance (MRHA) in 2016 to formalize their commitment to work together to improve each patient and resident's overall health care experience through a strong, coordinated system of care. An integrated Senior Team leads the two Hospitals, as well as Fairview Manor and Lanark County Paramedic Service which are operating divisions of AGH. Over 600 caring staff, physicians and midwives provide excellent primary, acute and long-term care to citizens of Lanark County, West Ottawa and Renfrew County.

The MRHA partners are seeking a Manager of Employee & Labour Relations who will work collaboratively with the leadership team, unions and employees to promote best practices in Labour Relations, Occupational Health and Safety and Infection Prevention and Control (IPAC). Reporting to the Vice-President of Human Resources and Occupational Health & Safety, the incumbent will be responsible for day-to-day labour relations and will lead negotiations with all union groups; they will provide operational leadership of the Occupational Health & Safety and IPAC departments; in addition to implementing HR Best Practices in developing strong partnerships and human resources solutions that support operational objectives and aligns with hospital values.

### Key Responsibilities

- Builds and maintains strong relationships and partnerships with union partners, clients and stakeholders
- Advises and coaches the leadership team in the interpretation and implementation of local and central collective agreements, employment legislation, labour relations developments, employment standards, and human rights
- Represents the employer for grievance meetings, mediations, arbitration cases and leads labour negotiations for a variety of collective agreements
- Conducts investigations on employee and labour relations issues
- Leads engagement with employee groups and union representatives with a focus on communication, planning and problem solving to ensure excellent employee and labour relations including managing the performance management program, mediation and arbitration proceedings
- Advises on workplace accommodation and short/long term sick leave (HOODIP/LTD)
- Provides guidance and support of management of Occupational Health and Abilities management claims
- Supports the development and implementation of policies, procedures and programs
- Ensures compliance with all applicable legislation and regulations
- Prepares correspondence and acts as liaison with the Union Executives and Representatives to discuss and resolve issues

### Key Requirements

#### Education

- Post-secondary degree in human resources or relevant field of study; an acceptable combination of education and experience will also be considered
- Human Resource designation (i.e. CHRL) preferred

#### Experience

- 5 or more years' experience in a labour relations role in a multi-union environment
- Previous management experience preferred
- Experience coaching and developing leaders
- Proven success in client relationship management with an ability to develop credibility and influence decisions
- Experience in leading union negotiations, chairing grievance meetings, and preparing complex cases for Arbitration
- Experience in conducting complex workplace investigations and supporting and defending Human Rights Claims
- Ability to lead and manage effectively in a multi-site environment
- Solid knowledge of Human Resources and Occupational Health & Safety policies and procedures, and employment-related legislation (Labour Relations Act, Pay Equity Act, Human Rights Code, Occupational Health and Safety Act, Workplace Safety and Insurance Act, Employment Standards Act, Hospital Labour Disputes Arbitration Act, etc.)
- Superior knowledge of legal principles and framework associated with all aspects of Labour Relations (including collective bargaining, grievance arbitration, discipline and discharge, performance management, attendance management, etc.)
- Proficient in the use of Microsoft Office, in addition to HRIS/Payroll systems, data compilation and reporting
- Demonstrated ability to conduct data analysis (cost/benefit), interpret information, resolve complex issues and prepare recommendations and proposals that support business objectives

#### Attributes

- Excellent communication skills to enable collaboration with all levels of the organization and the ability to synthesize technical material into easily understood language
- Commitment to the values and goals of the organization
- Must be able to travel between all Mississippi River Health Alliance sites as required

**Annual Salary: \$103,486.50 to \$121,075.50**

Qualified candidates are invited to submit their resumes to:

**Angela McLean, Integrated Human Resources Manager** [angmclean@mrha.ca](mailto:angmclean@mrha.ca)

**We thank all candidates who apply; only those selected for an interview will be contacted.**

***If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.***

Mississippi River Health Alliance (MRHA) is committed to fostering a culture of diversity, equity, inclusion and belonging. We believe that embracing diversity in all its forms enriches our workplace and enhances the quality of care we provide to our patients, residents and community. We are dedicated to creating an environment where every individual feels valued, respected and supported regardless of race, ethnicity, gender, sexual orientation, religion, age, ability or background. We aim to create a workplace where everyone can thrive and contribute to our shared mission of providing integrated health care that meets the evolving life-long needs of our communities.

Please note that according to the MRHA Vaccination Policies, all applicants must be fully vaccinated unless they can provide the proof of a valid medical contraindication or exemption on the basis of protected grounds under the Ontario Human Rights Code in order to be considered for any staff or volunteer opportunities. Upon hiring, applicants must provide the proof of either government issued documentation proving they have been fully vaccinated, or present supporting documentation of a valid medical contraindication or exemption under Ontario Human Rights Code.