

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: HUMAN RESOURCES Level E, Pay Grade 15

LEVEL DEFINITION	This level covers positions responsible for employee relations strategies and policies affecting staff at the University; and for senior human resource generalists in a leadership role in a large and complex department who also lead a team of human resource professionals.
TYPICAL RESPONSIBILITIES	Specialist employee relations responsibilities may include: researching and recommending labour relations policies and procedures; developing and implementing university-wide employee relations policies; chairing bargaining committees, developing strategies and proposals and negotiating settlements; acting as a signatory to the Collective Agreement; acting as counsel or instructing counsel at arbitrations; drafting and signing various agreements between the University and the employee groups; chairing regularly convened labour/management committees. For senior human resource specialists with leadership responsibilities: working with the HR Department, negotiates and adapts (as necessary) HR policies to appropriately meet the strategic needs of a large and complex department; provides leadership and direction to junior human resource practitioners.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	<p>Decisions and recommendations may have university-wide legal, financial, contractual and operational implications.</p> <p>Accountable for promoting and fostering a positive atmosphere and relationship between the University and its employee groups.</p> <p>Balances department/unit objectives within the context of university wide human resource strategies.</p>
SUPERVISION RECEIVED	Works under broad direction, results reviewed for achievement of overall objectives.
SUPERVISION EXERCISED	Provide advice and guidance to senior level human resource professionals.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of ten to twelve years of related experience including at least five years of managerial experience, or the equivalent combination of education and experience.