

## **JOB POSTING**

### **Position: Labour Relations Advisor**

### **Term: Full time – Permanent (Exempt Position)**

Capital Region Housing is the largest provider of social and affordable housing in the Edmonton area. We manage over 4500 social housing rental units and over 600 affordable housing rental units. With over 100 employees located in Edmonton, Capital Region provides professional housing and asset management to applicants, tenants, program funders, and property owners. We also provide program administration for a number of rental-subsidy and support programs and develop/purchase housing units to provide affordable housing to meet the needs of the Edmonton Capital Region.

We are looking for a dynamic individual to join our Human Resources & Corporate Services team. The Labour Relations Advisor reports to the Director, Corporate Services and will be responsible for advising the Human Resources team on employee relations that support Capital Region Housing Corporation's strategic plan. He or she is tasked with developing initiatives that foster productive relations between Management and Union, Union/Non-Union employees and provides advice and guidance to managers and the senior leadership team on labour relations. This individual is accountable for managing the grievance and arbitration process, as well as assisting with the implementation of key human resources policies. Other responsibilities include performance management and ensuring company-wide compliance with legislative requirements. The Labour Relations Advisor will advise the Management team with all Labour negotiations. Other duties will be required as necessary including but not limited to assistance with full cycle recruitment.

The ideal candidate will have a sound knowledge of employment legislation and best practices, and proven coaching, mentoring, conflict resolution and negotiation skills. Accuracy skills and attention to detail in all areas of work are essential in this position. This position demands the ability to deal with people sensitively, tactfully and professionally and requires excellent interpersonal skills to build strong working relationships at all levels. Strong written and oral communication skills with excellent working knowledge of Microsoft Office programs are crucial. The Labour Relations Advisor will be required to carry out various research projects that may involve preparing reports or compiling statistical information.

The successful candidate will manage multiple priorities; build collaborative relationships, work effectively in difficult or sensitive situations; have strong interpersonal and communication skills.

**Benefits:** We offer a comprehensive benefits package following a 6-month probationary period and a defined benefit pension plan (LAPP) after a 1-year waiting period.

### **Qualifications:**

Post-secondary education in Human Resource, Labour Relations or a related discipline. Five years' experience as a Human Resources Generalist with experience in areas including performance management and employee relations. A minimum three years' experience in collective bargaining and managing the administration of collective agreements within a unionized environment. Working towards or having a CPHR designation would be an asset.

**How to Apply:**

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements. Please enter "Labour Relations Advisor and the Competition #1809" in the subject line of your email.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant will be required to undergo a criminal records check.

Send cover letter and resume to: **Human Resources and Corporate Services**  
Capital Region Housing Corporation  
Email: [resumes@crhc.ca](mailto:resumes@crhc.ca)

**Closing Date: Tuesday, May 22, 2018 at 4:30 pm**

Competition #1809