



Niagara Transit Commission is an equal opportunity employer committed to inclusive, barrier-free recruitment, selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the hiring process. Please advise the Commission to ensure your accessibility needs will be accommodated throughout the process.

## Niagara Transit Commission is hiring:

### Employee Relations Specialist

Department	Planning & Performance
Section	Human Resources
Status – Type of Vacancy	Full-Time Permanent
Wage/ Salary	\$83,550 - \$98,290
Date Posted	Wednesday, October 30, 2024
Date Closing	Wednesday, November 20, 2024

If you would like to join our team, please start by submitting a cover letter and resume to [resumes@nrtransit.ca](mailto:resumes@nrtransit.ca), no later than **Wednesday, November 20, 2024 by 4:00pm**. This opportunity can also be viewed on [Employment Opportunities - Niagara Region Transit](https://nrtransit.ca/about-nrt/employment-opportunities/) (<https://nrtransit.ca/about-nrt/employment-opportunities/>).

We thank all candidates for their interest, however only those candidates selected for an interview will be contacted.

Thank you for your interest,  
**Niagara Transit Commission**

## Job Title

# Employee Relations Specialist

### Job Summary:

The Employee Relations Specialist focuses on managing and guiding employee relations within NT. The position is responsible for interpreting employment legislation, collective agreements, grievance handling and conducting workplace investigations, including Human Rights complaints. A key aspect of the role involves developing and overseeing attendance management strategies. The goal of this role is to create a harmonious workplace that supports employee well-being and aligns with NT's objectives.

### Education & Qualifications:

- University degree or college diploma in human resources management, industrial relations, or related field of study required.
- Masters of Industrial Relations preferred.
- CHRP Designation considered an asset.

### Experience:

- Minimum of 5 years' extensive experience conducting workplace investigations relating to misconduct, policy violations, attendance management, Human Rights complaints or other legislative mandates.
- Direct experience in a unionized environment and managing grievance related activities.
- Direct experience in collective bargaining and contract implementation is an asset.

### Responsibilities:

- Advise managers and employees on grievances, disciplinary issues, and performance management by conducting workplace investigations into misconduct, policy violations, human rights complaints.
- Interpret and apply collective agreements, labour laws, human rights legislation, and employee standards to inform policy development and people related decision making at NT. Support HR Manager in union negotiations on collective agreements.
- Build positive labour-management relationships through effective communication and negotiations, supporting collective bargaining preparation, negotiations, and implementing of negotiated terms.

- Ensure NT's organizational compliance with applicable employment laws, regulatory legislation, agreements, and internal policies. Facilitate investigations of misconduct, policy violations, and Human Rights complaints in accordance with legislative, regulatory and corporate policy, ensuring timely and comprehensive administration of the appropriate processes are effectively handled.
- Support organizational change initiatives and change management processes by developing and delivering training on HR policies and procedures related to employee relations.

Other key responsibilities include:

- Develop and track KPIs and Metrics relevant to the business to better guide decision making processes.

#### **Requirements & Working Conditions:**

- Majority of the time spent in typical office conditions or travelling between locations or facilities to meet with employees and other stakeholders, travel dictated by organizational needs.
- Must successfully pass a criminal background check and police check.
- Must possess valid G class Driver's License and have access to personal automobile as needed.
- Occasional meetings outside of typical business hours.
- Comply with the Occupational Health and Safety Act, Human Rights legislation, and the policies, procedures and practices developed by the Transit Commission. Performs work in a safe and healthy manner and takes an active role in protecting and promoting health and safety at work and ensuring timely reporting of any observed health and safety hazards or lapses in the functioning of any health and safety measure or procedure.