



Working Title Senior Negotiations Strategist	Name
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Position Number	Division, Branch/Unit Provincial Bargaining Coordination Office, Negotiations and Assurances	Ministry Treasury Board and Finance
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Present Classification	Requested Classification	Levels to Deputy Minister (Not including incumbent level)
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Dept ID	Program Code	Project Code (if applicable)
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Reference: [Management Job Description Writing Guide](#) (see [more resources](#) on the CHR website).

POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part. (See Management Job Description Writing Guide [Page 7.](#))

Reporting to the Strategic Negotiations Lead(s) this position:

- Provides bargaining support for the Provincial Bargaining Coordination Office (PBCO) Strategic Negotiation Leads with respect to public sector labour relations.
- Serves as lead negotiator/spokesperson at “trend” tables and can provide table support for larger scale bargaining.
- Directly monitors collective bargaining tables, strategies as outlined in system assurance strategies (see below).
- Drafts bargaining proposals.
- Reviews and analyzes employer-prepared bargaining strategies and other negotiation-related strategy documents and plans.
- Develops and implements collective bargaining related system assurance plans to ensure public sector bargaining is in conformity with approved bargaining mandates and strategies.

In addition the position is responsible for:

- Providing negotiation expertise and knowledge in the development of employer guides, bargaining mandates and other PBCO product and reports.
- Providing expert advice and analysis with respect to collective bargaining.
- Providing expert advice and analysis with respect to contract and proposal analysis, including during active negotiations.
- Providing expert advice and analysis with respect to the Alberta government’s broad interests as employer and funder within the broad public service.
- Supporting the development of negotiation-related content, including best practices, education content, training etc., on behalf of PBCO.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described. (See Writing Guide [Page 8.](#))

- Negotiates collective agreements at “trend” tables. Able to successfully bargain within mandated limits to help promote sustainable and stable public services for Alberta.
- Collective agreements prepared. Position required to prepare language around proposals and policies that will be collectively bargained. Also required to prepare final draft contract language as required.
- Executes system assurance strategies. Position required to support PBCO assurance strategies – through monitoring, review of bargaining strategies, active table participation, challenge function etc. to ensure that bargaining mandates are followed and bargaining strategies, proposals etc. do not jeopardize collective bargaining outcomes.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described. (See Writing Guide [Page 8](#)).

- Supports negotiated collective agreements at larger table. Provides necessary analysis, research, etc. to support senior PBCO negotiators in achieving collective agreements.
- Successful issues management around bargaining related issues. Provide interpretations and expert consulting on collective agreement, legislation, regulations and directives that allow for accurate, creative and practical solutions to support PBCO, partner employer and government interests.
- High quality, well-researched written materials prepared. Prepare briefings, updates, analysis with respect to bargaining related issues and concerns.

KNOWLEDGE/EXPERIENCE: Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. not only diplomas and degrees. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position. (See Writing Guide [Pages 9-10](#).)

- Extensive knowledge and experience within a labour relations environment.
- Knowledge of Alberta's broad public sector, and public sector labour relations.
- Knowledge of and direct experience with the negotiation of collective agreements, including mandate preparation, bargaining, acting as spokesperson, costing, etc.
- Knowledge of collective agreement construction, experience in drafting contract/provision language.
- Knowledge of Alberta's labour relations and employment related legislation.
- University degree in business administration, or equivalent (emphasis upon labour relations studies).

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of coordination, organization and leadership skills required to produce the results expected of the position. Provide recent examples. (See Writing Guide [Pages 10-11](#).)

- Position is expected to be a seasoned labour relations expert, with proficiency in collective agreement negotiations. Position will be part of a small team of senior level negotiators, and will also provide support and labour relations expertise to the Chief Advisor on Negotiations and senior leadership, and the entire PBCO team.
- During collective bargaining – position may act as chief spokesperson, and would be responsible for providing leadership around proposal development and costing, strategy contract language development etc.
- While serving in assurance role, position must have the judgement and confidence to independently exercise a strong challenge function and engage with the collective bargaining team and PBCO leadership to ensure that bargaining is proceeding appropriately and in accordance with the mandate and bargaining plan.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve and the assistance available. (See Writing Guide [Pages 11-12](#).)

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position has the most influence and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken). (See Writing Guide [Pages 12-13](#).)

Clients	Frequency	Nature and Purpose of Contact
Internal <ul style="list-style-type: none"> • ED, Strategic Negotiation Leads • Chief Advisor • PBCO Colleagues 	<ul style="list-style-type: none"> • Daily • Daily/weekly • Daily/weekly 	<ul style="list-style-type: none"> • Collaboration and support on all projects and assignments. • Provide information, advice.

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position has the most influence and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken). (See Writing Guide [Pages 12-13.](#))

		<ul style="list-style-type: none"> Provide updates and information, input to strategy & problem solving; seek advice; project teamwork.
<p>External</p> <ul style="list-style-type: none"> Employer partners Unions Ministry partners 	<ul style="list-style-type: none"> Weekly (variable) Monthly (variable) Weekly (variable) 	<ul style="list-style-type: none"> Coordination, support for bargaining, review of bargaining plans, information and advice. Negotiations, logistics during bargaining, problem-solving. Relationship building. Coordination, strategic support and planning. Information.

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by the outputs. Provide recent examples. (See Writing Guide [Pages 13-14.](#))

- Directly tied into core PBCO function which is to support strong collective bargaining outcomes for government and its funded employer partners. Role plays crucial role of ensuring that evidence-based mandates are successfully bargained, supporting the government's broad need to protect services and ensure labour relations stability.
- Impacts all Albertans who make use of government services.

CHANGES SINCE LAST REVIEW: What significant changes have occurred in your job, from the last review? (See Writing Guide [Page 14.](#))

COMPARABLE POSITIONS: List comparable GoA benchmarks. (See Writing Guide [Pages 14-15.](#))

Director, Labour Relations, CHR
 Director, Teacher Relations, Education

ORGANIZATION CHART: A current organization chart that includes supervisor, peers and staff **MUST** be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers. (See Writing Guide [Page 15.](#))

Signatures

The signatures below indicate that the manager (incumbent) and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned. (See Writing Guide [Page 15.](#))

Manager

 Name Signature Date *f*

Division Director/ADM

 Name Signature Date