

New

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Provincial Labour Relations Specialist

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Workplace Policy and Legislation branch is within the Safe, Fair and Healthy Workplaces division of the Ministry of Jobs, Economy, Trade and Immigration. The Workplace Policy and Legislation branch is a fast-paced and results-oriented environment that strives for excellence while developing and fostering cooperative relationships across the Government of Alberta and with external stakeholders. The branch is comprised of three units that focus on employment standards, labour relations, as well as occupational health and safety and workers' compensation policy and legislation.

The Provincial Labour Relations Specialist reports administratively to the Director of Labour Relations Policy and Legislation and is a government expert on labour relations issues and legislation. The Provincial Labour Relations Specialist provides timely and proactive strategic advice to executive decision makers with respect to labour relations trends and issues, collective bargaining, grievance procedures and other labour relations matters.

This position is required to be a technical expert on all of Alberta's various labour relations legislation, including the *Labour Relations Code*, the *Public Sector Employee Relations Act*, *Police Officer Collective Bargaining Act* and the practical application of these acts. The position also develops relationships and liaises with key stakeholders and leads

significant labour relations policy and strategy projects. The Provincial Labour Relations Specialist provides specialized labour relations advice to Jobs, Economy, Trade and Immigration, as well as other government departments to ensure government priority projects fully account for labour relations implications.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Provide expert analysis and advice on complex labour relations issues to inform government policy, legislative development, and strategic decision-making.

- Provide specialized strategic advice to executive leadership across government to support sound decision making.
- Apply expert understanding and analysis of labour relations to the proactive identification of emerging issues by the continuous monitoring of trends and developments.
- Analyze proposed legislative or regulatory changes for labour relations impacts. This includes changes led by JETI as well as other departments.
- Monitor, assess and advise executive leadership on the impact of court decisions and arbitration rulings relevant to labour relations

Plan and deliver engagement with labour relations stakeholders, to gather input that informs policy and legislative development.

- Identify and pursue opportunities to enhance Alberta's labour relations frameworks
- Interpret, analyze and communicate new labour relations trends, opportunities, and ideas as they relate to Jobs, Economy, Trade, and Immigration's mandate.
- Build government's labour relations capacity by identifying and pursuing opportunities for cross-departmental collaboration
- Plan and facilitate stakeholder discussions, roundtables, and feedback sessions.

Lead the development and implementation of labour relations policy and legislative initiatives

- Lead complex policy and legislative projects on behalf of the government of Alberta on topics and issues that impact entire sectors.
- Review Alberta's essential services framework and lead necessary amendments, create a labour relations framework for the public healthcare sector, and develop sectoral bargaining frameworks.
- Lead interdepartmental working groups to align proposed policy outcomes for government priorities.
- Develop implementation strategies and tools (e.g., guidance documents, FAQs) for stakeholders.

Identify, establish and foster collaborative relationships with internal and external stakeholders.

- Identify, develop and maintain strategic relationships with internal and external stakeholders
- Lead cross-ministry committees on labour relations issues and ensure alignment across government to advance government priorities.
- Facilitate information sharing with other departments and collaborate on cross-ministry strategic initiatives with labour relations implications by providing expert-level analysis, intelligence, and recommendations.
- Develop collaborative relationships with key external stakeholders and experts to share information and discuss subject matter or technical information to support government decision-making.
- Identify and coach stakeholders on labour relations issues and trends

Function as the Government of Alberta's expert on all labour relations legislation.

- Review legislation and case law from other jurisdictions for relevance to Alberta and develop strategic responses.
- Research and analyze specific labour relations issues and collective agreement data to identify patterns or emerging

issues to provide strategic advice to executives on the impacts.

- Provide subject matter expertise to department and government stakeholders on all of Alberta's labour relations legislation.
- Liaise with government and external stakeholders to provide expert advice on the labour relations impacts of their policy priorities

Problem Solving

Typical problems solved:

Policy and Legislative Development. The position is required to have an expert level of labour relations knowledge and expertise that can identify issues and trends in labour relations for the purpose of developing analysis and policy and legislative recommendations that will address those issues for all government departments. Projects are usually strategically and politically sensitive and are closely related to the Ministry business plan or government priorities. Policy and legislative development projects often impact other Ministries so the position will act as an expert resource to these Ministries by providing labour relations expertise or advising on strategies.

Issues Management. Position is required to apply their expert knowledge and political acumen to the review and assessment of current and potential labour relations issues within Alberta, Canada and internationally to determine their implications for Alberta. For example, the position is expected to continuously assess the significance and potential impact of Alberta of court cases, policy positions of stakeholder groups and lobbying activities, and events in other jurisdictions to advise on the impacts to Albertans.

Types of guidance available for problem solving:

As this position functions as the Government of Alberta's expert on all labour relations legislation, this position will be required to be the resource for government staff to rely on to solve problems.

- Director and Executive Director for administrative and long-term strategic direction.
- legal advice from the Alberta Justice legal services team.

Direct or indirect impacts of decisions:

Decisions made by the Provincial Labour Relations Specialist have direct impacts on government's strategic priorities. As the only expert within government on all of Alberta's labour relations legislation, decisions and advice provided by this position will directly and indirectly impact the successful implementation of government priorities that include an aspect of labour relations.

Key Relationships

Major stakeholders and purpose of interactions:

- Director and Executive Director: Exchange information and provide strategic advice on longer-term priorities and strategies.
- Assistant Deputy Minister and Deputy Minister: provide strategic advice and brief on complex labour relations topics
- Lead cross-departmental working groups and provide labour relations advice directly to other government departments
- Liaise with external stakeholders to provide advice and seek information to inform advice and legislative review projects

Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

- Post-secondary education in a field related to the position assignment (e.g., labour studies) supplemented by four years progressively responsible experience related to working in the labour relations field. This could include experience interpreting collective agreements, participating in collective bargaining negotiations and/or arbitration, experience in grievance procedures.
- Expert knowledge of labour relations including understanding of labour relations legislation both in Alberta and Canada, knowledge of collective bargaining processes, dispute resolution processes, and the principles of fair and productive workplace relationships
- Knowledge of research methodologies, and policy analysis processes necessary for the development of policy recommendations, action plans, implementation strategies, etc.
- Experience and knowledge of public engagement processes, stakeholder management, and building relationships with labour relations stakeholders.
- Expert-level knowledge of employment issues and relevant legislation, policies, programs, business and strategic planning processes.
- Expert-level knowledge and familiarity with the Alberta economy; and key industries and trends in employment and government priorities.

Skills

- Expert-level research, problem-solving, and writing skills, including knowledge of various research methodologies and the ability to identify resources (internal and external) that will support the LRPL's team's policy work, including the identification of potential solutions and recommendations to complex issues and problems.
- Expert-level ability to conduct strategic analysis of labour relations issues, trends and events, including the ability to develop innovative and realistic solutions to complex problems and provide recommendations to senior leadership.
- Proficient at making sense of information from a variety of sources to identify the key factors impacting an issue, often under tight deadlines and determine the path forward on a project.
- Proficient at effective communication, including the ability to summarize information (e.g., research, data, analysis) from a variety of different sources, succinctly and in plain language, both in writing and verbally.
- Demonstrates excellent judgement, and a strong understanding of the environment by knowing when issues need to be brought to the attention of leadership in addition to making sound recommendations and establishing and/or understanding the direction of strategic projects and initiatives.
- Ability to work independently with minimal direction and can leverage colleagues to drive for results under pressure and tight timelines.
- Excellent time management skills, including the ability to set goals, organize and prioritize work effectively, and communicate to leadership when resources are constrained or lacking.
- Ability to support a wide variety of projects and processes simultaneously in achieving the unit's goals.

Essential Work Experience

- Experience interpreting and applying labour relations legislation.
- Experience in collective bargaining, either through participating or leading contract negotiations.
- Experience in working with union representatives and employees in either negotiating or applying a collective agreement or during the grievance process.
- Experience in supporting projects and issuing recommendations in a multi-faceted stakeholder environment.
- Experience in writing reports, correspondence, and other materials for executive leadership.

- Experience in understanding and analyzing competing interests of stakeholders to support policy development policy and approaches to collective bargaining.
- Experience in planning and facilitating stakeholder and/or public engagement.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	1) effectively plan for the delivery of complex and large projects from inception, including the ability to develop comprehensive project plans that identify actions, barriers, how to address those barriers and resources; and 2) develop various briefings, correspondence, and other identified products, within prescribed (and often tight) timelines.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	The position is expected to consider and plan for how a wide variety of factors in their work, including how wider societal factors such as the economy, technological change, and the labour market may cause labour relation issues to arise and the actions to address those issues, as well as how labour relations issues align with other workplace and labour legislation, and how the programs and policies of other departments can impact labour relations legislation. The position must also understand the broader government priorities and the pre-existing relationships between stakeholders to ensure that context is incorporated into advice provided to decision makers.

Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	This position is expected to contribute to the building of a high functioning and collaborative team through forming connections with individual staff members and coaching and mentoring junior staff on complex labour relations topics. The position must also establish and support strong connections, both within the unit, branch, and among internal and external stakeholders, as necessary.
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	The position must be able to demonstrate resiliency in an often-dynamic environment, where priorities and direction may shift without advance notice. The position is expected to maintain awareness of changing organizational priorities and proactively shift strategic focus, adjust activities, as appropriate, and identify alternate approaches and solutions.
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	The position must proactively engage unions, employer associations, and legal experts to ensure a balanced understanding of stakeholder perspectives. They must identify and establish strong relationships with key representatives, create forums where all voices can be heard, and follow up individually with groups whose concerns are complex or unique.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature