

Working Title Labour Relations Research Analyst		Name Vacant	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Treasury Board and Finance	Ministry
Present Class Program Services 3 (PS3) Exempt		Requested Class Program Services 3 (PS3) Exempt	
Ministry Code	Cost Centre	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Provincial Bargaining and Compensation Office (PBCO) is responsible for providing a disciplined, collaborative, and evidence-based long-term approach to public sector bargaining that achieves settlements that are consistent with the government’s fiscal goals. PBCO, through its negotiations support and research and analysis functions, provides objective data and analysis that helps support Government’s interests as employer and funder within the broad public service. PBCO supports the development of bargaining mandates on behalf of all major public sectors, including Health, Education, Post-Secondary Institutions, and Alberta Public Service/Agencies.

The Labour Relations Research, Analytics and Compensation unit takes a lead role in the provision of both quantitative and qualitative research to support evidence-based bargaining mandates and supplying publically funded employers with research and analysis in bargaining. More specifically, the unit carries out research and conducts compensation benchmarking data analysis on bargaining in Alberta and across comparator jurisdictions, tracks and monitors key bargaining events, provides a labour relations lens on macroeconomic and labour market data, and produces analytics to support decision makers, including costing of bargaining mandates. Reporting to the Manager within the Labour Relations Research, Analytics and Compensation Unit, the position will be required to support the various research and analytics activities and projects in the division.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Incumbent may be required to perform some or all of the below responsibilities:

- **Collective agreement analysis:** Scrutinizes collective agreements and prepares analysis of key Alberta and Canadian public sector collective agreements and proposals. Conducts comparative analysis to support negotiators and the development of bargaining plans and strategies.
- **Mandate/materials development:** Populates key PBCO products, including mandates and employer guides, with required qualitative analysis (typically, cross-Canada); helps draft and provide quality assurance for PBCO materials and otherwise supports the preparation and distribution of PBCO written content. Generates data reports, and develops information products in support of mandates, arbitration submissions and other labour relations activities.
- **Maintenance of Products and Tools:** Monitors, updates and otherwise maintains PBCO products and tracking tools, as required. E.g. Labour Relations Dashboard, Strategic calendar(s)/critical path documents.
- **Environmental Scanning:** Collates and analyzes key data from other jurisdictions with regards to contract settlements and provides updates on emerging labour relations issues in Alberta and Canada.
- **Policy and program design:** Provides logistics, research and analysis in support of PBCO initiatives. Prepares draft briefing notes and action requests as required on behalf of PBCO.
- **Total Compensation Survey Administration and Support:** Supports the development, implementation and maintenance of a total compensation salary survey internal tool and database. Works with internal and external stakeholders for participant engagement and ensures that information collected is accurate and relevant in the various sectors and the Alberta context. Participates in quality assurance and analysis of salary survey results. Supports the development of benchmark thumbnail descriptions for inclusion in surveys.

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- **Research and Data Analytics:** Collects reviews and analyzes labour relations data and total compensation data for development and maintenance of data analytic models. Populates models for compensation costing and scenario planning. Analyzes and provides comprehensive reporting on the results of the surveys, prepares custom reports upon request

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Government has determined that bargaining strategies are to be based on best available evidence, including compensation, economics, and labour market data and has a commitment to ensuring that public sector bargaining is conducted using a coordinated approach for public employers.

The position deals with highly confidential and sensitive information. Working under direct supervision of the manager, the role provides research and support to meet the needs of government priorities. Staff may also be required to work closely with compensation or labour relations practitioners across various publically funded employers in Alberta, as well as other jurisdictions.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. 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 12-14](#)).

- Undergraduate degree in a related field (such as Human Resources, Business, Political Science, Economics, etc.). Working toward related certification (CCP, CEBS) is considered an asset.
- Ability to analyze and resolve complex, multifaceted problems, develop options and recommendations, communicate risks and implications with a high degree of precision and objectivity, and within tight timelines.
- Resilient and showing a willingness to take on new practices and functions as required.
- Proficient in using MS Word, Excel, PowerPoint with strong knowledge and lengthy experience in Excel or other data analysis tools (e.g. pivot tables, vlookups, Power BI, etc.)
- Knowledge and understanding of the political environment and its implications.
- Ability to think strategically and critically on a broad scale in the development and implementation of innovative and feasible solutions.
- Experience working with multiple stakeholders on cross-government initiatives.
- Self-motivated and highly productive with an ability to work on multiple projects, with sometimes limited direction.
- Ability to work in a dynamic environment that requires adaptability and the ability to respond quickly to changing priorities.
- Strong interpersonal, written, and verbal communication skills, along with a proven track record of attention to detail and personal organization.
- Two years progressively responsible related experience or an equivalent combination of education and significant experience in a field related to the position.
- Equivalencies (combination of experience and education) will be considered.
- Knowledge of collective agreements' structure and function, would be an asset.

Key competencies required include:

- Systems Thinking
- Creative Problem Solving
- Develop Networks
- Drive for Results
- Agility

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

The position works with a variety of professionals across all levels of government, sector partners and private employers. It has regular interactions and works collaboratively with the Manager and Director, Labour Relations Research and Analysis and across the division.

The individual is expected to conduct meetings as required and must have the necessary tact to engage in complex conversations with senior executives within GoA departments and publically funded sector employers.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

Incumbent

Name Signature Date

Manager

Name Signature

Division Director/ADM

Name Signature Date