



## Industrial Relations Officer

**Department:** Workforce, Advanced Learning and Population

**Location:** Sherwood Business Center, Charlottetown with hybrid work option

**Position:** One (1) Full-Time Position (Commencing Immediately)

**Employment Type:** Permanent – Excluded

**Hourly Salary Range:** \$40.17 - \$50.21

**Annual Salary Range:** \$78,332 - \$97,910

**Pay Level:** 20

**Bi-Weekly Hours:** 75.0 hours bi-weekly

**Posting ID:** 162782-0524WALPPO

**Closing Date:** Friday, May 31, 2024 4:00p.m.

**Open to:** Open to the Public

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The Department of Workforce, Advanced Learning and Population is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

The Industrial Relations Officer acts as Chief Executive Officer for the Labour Relations Board, which has responsibilities under the Labour Act including determining outcomes on any applications or complaints filed with the Board. The Officer acts as a conciliation officer under the Labour Act, providing neutral third-party assistance to employers and unions experiencing difficulties in achieving a collective agreement and reporting to the Minister. In addition, the Officer provides back-up support as an inspector under the Employment Standards Act “(ESA”).

### Duties will include but are not limited to:

- Oversee and direct functions which include an administrative aspect as well as judicial role to ensure the Board’s mandate is fully and effectively implemented;
- Liaise with the Board in planning and instituting changes in procedures and policies consistent with the developments in labour-management relationships;
- Disposition of applications and complaints by means of investigation and negotiation of settlements;
- Supervise the budget, maintain records and statistics and preparation of annual reports to the Minister;
- Act as the official spokesperson for the Board on any media inquiries;
- Act as a neutral third-party facilitator/mediator to try to bring parties to a consensus on outstanding bargaining matters in order to avoid labour disruptions;

- Provide advice and guidance to senior company officials, labour relations consultants and union officials in a variety of industries and sectors (healthcare, construction, education, post-secondary institutions, manufacturing, production facilities and the civil service) in assisting them to resolve unusual or complex difficulties encountered in dispute resolution;
- Coordinate the preparation of necessary documentation for use in court actions;
- Provide administrative planning support to the Industrial Relations Council, as needed; and
- Other duties as required.

**Minimum Qualifications:**

- University degree in Business Administration, Public Administration, or a related degree;
- Certificate or training in mediation or conciliation;
- Extensive experience in the interpretation and application of legislation, statutes, regulations and policies;
- Extensive experience in labour management;
- Considerable experience in negotiation, preferably collective bargaining;
- Experience with investigative and interviewing techniques designed to obtain facts/data, make assessments and decisions;
- Experience composing analytical reports, policies or procedures;
- [Demonstrated equivalencies will be considered](#);
- Specialized knowledge of conciliation (mediation) techniques and practices, the PEI Labour Act, and related legislation, the Civil Service Act, and Education Act;
- Knowledge of the labour environment on PEI;
- Knowledge of content and intent of Employment Standards Act and regulations, human rights legislation, occupational health and safety legislation, legal opinions, interpretive policies, court, tribunal and arbitration decisions, bankruptcy, insolvency and commercial law;
- Knowledge of the principles of administrative law;
- Demonstrated problem-solving skills to resolve complex issues and build labour/management relationships;
- Excellent interpersonal, written and oral communication skills; and
- Access to reliable transportation.

**Other Qualifications:**

- Knowledge of the structure and character of union and management organizations, collective bargaining process, methods and conventions and contractual issues related to the industrial sector (e.g. master vs. local bargaining issues in the public sector(s));
- Knowledge of labour economics, personnel administration, and the social, historical, and psychological aspect of the labour movement and labour relations particularly; and
- Experience with conducting workplace investigations.

**This competition may be used to fill future job vacancies.**

**Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.**

**Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward**

**Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at [www.jobspei.ca](http://www.jobspei.ca). Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.**

*No. 6 on Forbes' list of Canada's Best Employers 2024*

*The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.*

SHAPE THE  
Future