

## **Full-Time Vice Chair**

Labour Relations Board

**Alberta Labour and Immigration, Edmonton.** It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal. Diversity and inclusion are valued and supported on the boards of Alberta's public agencies

The Honourable Jason Copping, Minister of Labour and Immigration, is seeking applications from individuals interested in serving as a full-time Vice Chair with the Alberta Labour Relations Board.

The office is located in Edmonton. Candidates should be able to travel throughout the province as required.

The Alberta Labour Relations Board is a representational, independent and impartial tribunal responsible for the day-to-day application and interpretation of Alberta's labour laws. The Labour Relations Board processes applications, holds hearings, actively encourages dispute resolution, employs officers for investigations, and makes major policy decisions. The Labour Relations Board offers informal settlement options to the parties, but it also has inquiry and hearing powers to make binding rulings whenever necessary.

The Labour Relations Board administers the Labour Relations Code, Public Service Employee Relations Act, Police Officers Collective Bargaining Act, Post-Secondary Learning Act, Public Education Collective Bargaining Act, Public Interest Disclosure (Whistleblower Protection) Act, Employment Standards Code and Occupational Health and Safety Act.

In this full-time leadership role, you will provide impartial and consistent application and interpretation of Alberta's labour laws. You will chair Labour Relations Board hearings and participate as a panel member in hearings, primarily in Edmonton or Calgary, under the various labour relations statutes. Exercising in-depth understanding of the legislation, you will act independently in dealing with applications, while maintaining consistency with Labour Relations Board policies and procedures. As part of this role, you will provide leadership on projects and administrative matters, and represent the Labour Relations Board in public relations functions.

### Skills and Experience Required

- A Bachelor of Law or a related degree, combined with extensive experience in labour relations.
- Extensive experience with consensus-based meetings in a quasi-judicial setting.
- Significant experience practicing in the field of labour relations, with preferred experience as a quasi-judicial decision maker.
- Working knowledge of collective bargaining, essential services legislation, employment legislation, and labour history.
- Superior legal writing skills, strong organizational capacity, and the ability to articulate views in a timely fashion.
- Excellent facilitation skills, sound judgement, and the ability to make pragmatic decisions.
- Demonstrated success in building and maintaining positive relationships with stakeholders, at all levels.
- Ability to foster alternative dispute resolution and advanced case management techniques within a time sensitive environment, as well as mediate disputes.

#### Remuneration and Time Commitment

Remuneration payable for a full time Vice Chair is designated under Schedule 2, Level 2, of the Reform of Agencies, Boards and Commissions Compensation Regulation: [http://www.qp.alberta.ca/documents/Regs/2017\\_031.pdf](http://www.qp.alberta.ca/documents/Regs/2017_031.pdf) , with a salary range from \$130,135 to \$176,065.

Position may require evening and weekend work on occasion. Appointment is for a three (3) year term.

Please see the attached Position Profile for more information on this opportunity and a detailed list of responsibilities:

[http://www.qp.alberta.ca/documents/Regs/2017\\_031.pdf](http://www.qp.alberta.ca/documents/Regs/2017_031.pdf)

**Additional Documentation:** In addition to your cover letter and resume, we require a biography. Click [https://secure.alberta.ca/ePaas\\_Public\\_Files/Biography%20Form.pdf](https://secure.alberta.ca/ePaas_Public_Files/Biography%20Form.pdf) to download the biography form. Once the forms are completed, save them to your PC. When you click on submit application, you will be prompted to upload additional documents. Drag and drop or upload your completed biography form and others requested into the 'Drop files below or click to upload' section.

Please Note: Interviews are tentatively planned for the end of July.

#### Contact Information:

Executive Search, Alberta Public Service Commission.

Phone: 780-408-8460

Email: [psc.executivesearchservices@gov.ab.ca](mailto:psc.executivesearchservices@gov.ab.ca)

Carefully read the Recruitment Posting and the Position Profile to ensure this is an appropriate opportunity for you. Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements.

Online applications are preferred via <https://www.alberta.ca/public-agencies.cfm>. To apply, click on the 'apply' button, create or sign into your account in the ePAAS system; upload your resume, view the listing under Current Opportunities and click on 'submit application'. The uploaded resume will be automatically attached.

Provide a short 4 line biography using the Biography template found under additional documents section. Your biography should include your name, current work experience, board/committee experience and relevant education. Please note that biographies may be edited for length and clarity.

Once your biography and other required form(s) are completed, save it to your PC. When you hit 'submit application', you will be prompted to upload additional documents. Drag and drop (or upload) your completed cover letter, biography and other form(s) into the 'Drop files below or click to upload' section before clicking the 'apply' button.

If you are unable to apply online, please submit a cover letter and resume, quoting the recruitment posting competition number, to the contact provided on the posting. We thank all applicants for their interest. All applications will be reviewed to assess which candidates'

qualifications most closely match the agency's requirements. Only those selected for interviews will be contacted to advance to the next step in the appointment process. You can check the status of each competition on-line at <https://www.alberta.ca/public-agencies.cfm>.

All potential candidates will be screened for potential conflicts of interest. Please Note: Successful applicants will have the following information about them made publicly available on the Public Agency Secretariat Website: name, biography, public agency, and position title.

Agency Website:  
Alberta Labour Relations Board:  
<http://www.alrb.gov.ab.ca/>

Link to Enabling Legislation:  
Labour Relations Code  
<http://www.qp.alberta.ca/documents/Acts/L01.pdf>

**Job ID #664. Closing Date: July 19, 2019.**

**<https://www.alberta.ca/public-agencies.cfm>**