



## EMPLOYMENT OPPORTUNITY

### OPEN TO THE PUBLIC WITH PREFERENCE TO TH CITIZENS

Competition #: 008-10-2023

#### Employee & Labour Relations Specialist – Term

Department: Human Resources

Location: Tr'ondëk Hwëch'in Offices – Dawson, YT

Posting Date: October 18, 2023

Standard Hours Bi-Weekly: 75

Start Date: Immediately

End Date: One (1) year from start date (possible extension or permanent)

Salary: Level 8 Step 1 (\$3,666.75 biweekly)

**Closing Date: Until Filled**

Reporting to the Director of Human Resources, the Employee and Labour Relations Specialist position is responsible for providing complex professional and administrative services, interpreting, and managing employee grievances, employee conflicts and reconciliation including delivering mediations and group interventions. Provides constructive supports to TH employees and management as well as coaching and mentoring employees with regards to conflict management, de-escalation, lateral violence and conflict resolution techniques. This position will also assist in policy review and development as it relates to the Canada Labor Code and Human Rights Commission. The incumbent will be required to seek expert advice and recommendations by liaising with other professionals such as consultants, lawyers, and other government officials, to inform decision-making and final outcomes. This position will also assist employees in processes relating to Occupational Health and Safety, Worker's Compensation, Employment Insurance, Duty to Accommodate, Flexible Work Arrangements, and Return to Work Plans, with a strong focus on employee retention.

An Eligibility List may be established from this competition – the duration of the eligibility list may be up to 12 months. The eligibility list may be used to fill future permanent full-time, permanent part-time, temporary full-time, temporary part-time, term, or auxiliary on-call vacancies within the same department and classification based on the organizational needs by going the next highest ranked candidate until the eligibility list expires.

**If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide. Applications will not be accepted without a cover letter and resume.**

#### Essential Qualifications:

- Post-Secondary Degree in Human Resources Management, Labour or Employment Relations, or similar field, combined with certification in Conflict Management, Dispute Resolution, Restorative Justice, or a related area. An equivalent combination of education, experience, knowledge, and skills may be considered.
- Experience and knowledge in Human Resource Management principles and practices including staff relations, recruitment and selection, performance management, job analysis and evaluation, training and development, employment equity, and pay and benefits management.
- Thorough understanding of laws, regulations, and guidelines related to Canadian labour standards including, Canada Labour Code, Federal and Yukon Human Rights Acts, OH&S standards, WCB and EI processes.
- Demonstrated experience in mediation, conflict resolution and establishing/enforcing employee agreements.
- Knowledge and experience utilizing case management principles and practices.
- Knowledge and understanding of how to effectively address Lateral Violence in the workplace.
- Proficient in utilizing Microsoft Office Suite including, MS Word, Excel, Outlook, PowerPoint and ability to moderate videoconference / Zoom meetings.
- Knowledge and experience of practices and procedures associated with working within a First Nation Government.

#### Assets:

- Experience developing new programs, leading pilot projects and performing evaluations, an asset.
- Knowledge of Tr'ondëk Hwëch'in social structure, culture, demographics and understanding of First Nations socio-economic issues and related barriers affect employment and relationships.
- General knowledge of Tr'ondëk Hwëch'in Land Claims Agreements, Self-Government Agreement and implementation agreements and constitution.
- Experience researching, analyzing data, and presenting information summaries / reports to senior management.

#### Conditions of Employment:

- Criminal Records Check with Vulnerable Sector Screening.
- Standard First Aid Certification.
- Class 5 Driver's License with clear Driver's Abstract.
- Class 4 Driver's License, an asset.
- TH101 cultural awareness training.

**A detailed job description is available upon request.**

For more information, contact Human Resources

Phone: (867) 993-7100 – EX: 126 or 133 Fax: (867) 993-6553 Email: [hrjobs@trondek.ca](mailto:hrjobs@trondek.ca)

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

**We thank all applicants, but only those selected for further consideration will be contacted.**

*"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens  
in the pursuit of a strong, healthy, and united future."*