Strategic Negotiations Lead
Provincial Bargaining Coordination Office

Alberta Treasury Board and Finance

Executive Manager I

Salary Range: $125,318 – $164,691
($4,801.47 – $6,310.03 bi-weekly)

Open Competition
Job ID: 1055112

Closing Date: July 26, 2019
Overview

Alberta Treasury Board and Finance provides financial and economic leadership that strengthens our province. In looking for new and better ways to plan, budget and invest for the province, we provide expert economic, financial and fiscal policy advice to government; effective tax and regulatory administration to enhance Alberta’s present and future prosperity; and a coordinated and disciplined approach to the management of government spending.

For further information visit our ministry website at: http://www.finance.alberta.ca/.

Position Summary

This senior role is part of the Provincial Bargaining Coordination Office and reports to the Chief Advisor on Negotiations. Acting as the chief spokesperson you will take the lead in planning negotiations and providing expertise at the bargaining table using innovative approaches to resolve complex and contentious issues. You will drive the implementation of the public sector bargaining strategy and contribute to the development of bargaining mandates for all public sector employers. Developing and maintaining strong working relationships with key stakeholders and leaders is critical as you lead the planning and delivery of collective bargaining portfolios. Your proven ability to provide strategic advice combined with interpreting and analyzing complex information will be key to your success. Your leadership will influence strategic direction, ethical decision making and the achievement of results.

Major Accountabilities

Leading the planning of negotiations to a portfolio of clients by setting objectives, developing and executing bargaining strategies and tactics.

Achieving cost effective and competitive labour agreements and providing expertise at the bargaining table.

Preparing and presenting positions, arguments and proposals to arbitration boards and the Labour Relations Board to assist with the resolution of matters related to collective bargaining.

Reviewing and interpreting existing collective agreements, third party decisions, trends and legislation and providing advice to facilitate the development of bargaining strategies, agendas and mandates.

Conducting research on contentious issues to prepare and provide advice for bargaining strategies.

Analyzing implications of union positions and make recommendations to executive leadership.

Managing projects and providing support to the Chief Advisor on Negotiations for various initiatives.

Providing training in negotiations and collective bargaining to others in the labour relations community.
Building constructive, credible and consultative relationships with elected officials, deputy ministers, and senior staff in ministries, employee organizations, and other jurisdictions to support mandate development and contract negotiations for the public sector including health, education, and the Alberta Public Service.

Authorities

The Executive Director is involved with the administration of legislation relating to leadership responsibilities and delegated authorities including:

- Government Organization Act;
- Financial Administration Act;
- Fiscal Planning and Transparency Act;
- Public Service Act;
- Public Service Employee Relations Act
- Professional and Occupational Associations Act
- Employment Standards Code and Regulations
- Labour Relations Code
- Other Sector based Labour Relations Legislation (i.e. School Act, etc.)
- Freedom of Information and Protection of Privacy Act

Organization

Reporting to the Chief Advisor on Negotiations, Provincial Bargaining Coordination Office, this position is one of two Strategic Negotiation Leads that provide support for the negotiation of public sector collective agreements, settlements and other related agreements in Alberta.

Contacts

Contacts include the Chief Advisor on Negotiations, Deputy Ministers, senior staff in ministries, and officials of stakeholder groups, non-government organizations, and various agencies, boards and commissions.

Other contacts may include officials in municipal, provincial, federal, territorial and international jurisdictions; industry and stakeholder groups; provincial, national and international associations.

Issues / Challenges

Negotiating unique solutions for complex or contentious issues and negotiating issue specific resolutions.

Influencing decisions on key negotiability issues and using a full range of collective bargaining techniques including impasse, mediation and conciliation services.
The Person

(1) Knowledge/Skills/Experience

Extensive related senior labour relations experience and working knowledge of public sector collective agreements.

Extensive experience as a spokesperson in negotiation and facilitation of large, complex agreements.

Experience developing and implementing bargaining strategies with a proven record of successfully negotiating labour agreements.

Expert knowledge of collective agreement and compensation models.

Extensive experience with negotiation planning, facilitating negotiations, mediation, and dispute resolution.

In-depth knowledge of employment law, related legislation, and financial planning including the costing of negotiation mandates.

Understanding of government structures and processes and the interconnectivity of the various collective agreements involving the Government of Alberta.

Ability to build and maintain positive relationships and credibility across a spectrum of partners and internal and external stakeholders.

Advanced influencing, consensus building, conflict resolution and decision making skills

Proven ability to convey complex concepts, issues and options for resolution to key decision-makers.

Experience with strategic planning and project management with an ability to translate strategy into actions and handle multiple complex assignments with diplomacy and discretion.

Solid track record of analyzing multi-dimensional issues with long range impacts and achieving positive results through collaboration with others.

Overall understanding of the economic and labour climate in Alberta, Western Canada and North America.

Excellent verbal and written communication skills with the ability to communicate effectively at all levels of the organization.

(2) Academic Background

A degree in a related field is preferred.
(3) Alberta Public Service (APS) Competencies

Competencies are behaviours that are essential to reach our goals in serving Albertans. The following competencies are drawn from the Alberta Public Service Competency Model to reflect government’s focus on planning, strategizing and leadership to accomplish goals.

See link for more information on the competencies, visit [http://www.psc.alberta.ca/apscompetencies](http://www.psc.alberta.ca/apscompetencies).

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<thead>
<tr>
<th>Relationship</th>
<th>Thinking</th>
<th>Achievement</th>
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<tr>
<td>DEVELOP NETWORKS</td>
<td>CREATIVE PROBLEM SOLVING</td>
<td>AGILITY</td>
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<td>Proactively building networks, connecting and building trust in relationships with different stakeholders.</td>
<td>Ability to assess options and implications in new ways to achieve outcomes and solutions.</td>
<td>Ability to anticipate, assess and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment.</td>
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<td>Behaviours:</td>
<td>Behaviours:</td>
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<tr>
<td>• Identifies stakeholders</td>
<td>• Seeks clarity</td>
<td>• Seeks out new opportunities</td>
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<td>• Builds relationships</td>
<td>• Challenges the process</td>
<td>• Anticipates change</td>
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<td>• Focuses on client</td>
<td>• Integrates perspectives</td>
<td>• Emotional resilience</td>
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<tr>
<td>• Communicates purposefully</td>
<td>• Identifies alternative solutions</td>
<td>• Supports change</td>
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<td>• Adapts</td>
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<td>BUILD COLLABORATIVE ENVIRONMENTS</td>
<td>SYSTEMS THINKING</td>
<td>DRIVE FOR RESULTS</td>
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<td>Leads and contributes to the conditions and environments that allow people to work collaboratively and productively to achieve outcomes.</td>
<td>The work done in the APS is part of a larger integrated and interrelated environment. It is important to know that work done in one part of the APS impacts a variety of other groups/projects inside and outside the APS. Systems Thinking allows us to keep broader impacts and connections in mind.</td>
<td>Knowing what outcomes are important and maximizing resources to achieve results that are aligned with the goals of the organization, while maintaining accountability to each other and external stakeholders.</td>
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<td>Behaviours:</td>
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<td>• Brings people together</td>
<td>• Looks beyond the immediate</td>
<td>• Plans for results</td>
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<td>• Facilitates communication</td>
<td>• Considers impacts</td>
<td>• Takes accountability</td>
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<td>• Addresses conflict</td>
<td>• Understands connections</td>
<td>• Takes risks</td>
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<td>• Empowers others</td>
<td>• Provides clarity</td>
<td>• Focuses on outcomes</td>
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<td>• Encourages diversity</td>
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<td>DEVELOP SELF AND OTHERS</td>
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<td>A commitment to lifelong learning and the desire to invest in the development of the long-term capability of yourself and others.</td>
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<td>Behaviours:</td>
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<td>• Plans for development</td>
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<td>• Actions development</td>
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<td>• Supports others’ development</td>
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4) Diversity and Inclusion in the Alberta Public Service

The Government of Alberta is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported. For more information on diversity and inclusion, please visit the Diversity and Inclusion Policy.