

Position Profile

Labour Relations Board

Profile Overview

Competition #: 765

Role(s) Required: Part-time Vice Chair

Agency Website:

[Alberta Labour Relations Board](#)

Responsible Ministry: Labour and Immigration

Opening Date: 08/26/2022

Closing Date: 10/07/2022

Role(s) Required

Part-time Vice Chair with the Alberta Labour Relations Board.

Role Description

Key responsibilities include:

- The fair and impartial adjudication of applications and complaints filed under the *Labour Relations Code*, the *Public Service Employees Relations Act*, and the *Police Officers' Collective Bargaining Act* and appeals filed under the *Employment Standards Code and Occupational Health and Safety Act*.
- Working collaboratively with Board Members assigned to hear matters before the Board.
- Writing the decisions of the Board, with reasons, following hearings at which the Vice-Chair presides.
- Presiding over informal hearings aimed at the efficient resolution of procedural disputes.
- Engaging in mediation efforts to assist the parties in resolving their dispute or streamlining the issues in dispute.
- Attending and participating in Board caucus meetings for the purpose of establishing Board policy and procedures.
- Participating in the administrative functions of the Board, including staff and Board Member training and ongoing policy development.
- Performing public relations functions such as speaking to labour and management groups.

About the Agency

The Alberta Labour Relations Board is a representational, independent and impartial tribunal responsible for the day-to-day interpretation and application 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 three main pieces of legislation: [Labour Relations Code](#), [Public Service Employee Relations Act](#), and [Police Officers Collective Bargaining Act](#). The Board also administers parts of the other legislation including: [Post-Secondary Learning Act](#), [Public Education Collective Bargaining Act](#), [Public Interest Disclosure \(Whistleblower Protection\) Act](#). The Board is designated as an appeal body for certain proceedings under the [Employment Standards Code](#) and [Occupational Health and Safety Act](#).

Agency Classification

The Alberta Labour Relations Board is an adjudicative agency subject to the Alberta Public Agencies Governance Act (APAGA).

Skills and Experience

The Alberta Government is committed to supporting diversity and inclusion on Alberta's agencies, boards, and commissions. Qualified individuals from all backgrounds, who embody a wide range of knowledge, skills, and expertise, are encouraged to apply.

- Significant experience practicing in the field of labour relations, with preferred experience as a quasi-judicial decision maker.
- Extensive experience with consensus-based meetings in a quasi-judicial setting.
- Excellent facilitation skills, sound judgment and the ability to make pragmatic decisions.
- Ability to foster alternative dispute resolution and advanced case management techniques within a time sensitive environment, as well as mediate disputes.
- Superior legal writing skills, strong organizational capacity and the ability to articulate views in a timely fashion.
- Demonstrated success in building and maintaining positive relationships with stakeholders at all levels.

Specialized Knowledge and Expertise

- A Bachelor of Laws (LLB) or Juris Doctor (JD) combined with extensive experience in labour relations.
- Working knowledge of labour history, collective bargaining, and labour & employment legislation, including essential services legislation.

Remuneration, Time Commitment and Meeting Location

Remuneration for part-time Vice-Chairs is currently under review.

Positions may require evening and weekend work on occasion. Appointments are generally for a 3-year term.

Honoraria is subject to review. Travelling expenses will be paid in accordance with the [Travel, Meal and Hospitality Expenses Policy](#).

Additional Notes

Please note: This ad will close on October 7, 2022, or until suitable candidates found.

Candidates selected for interview will be required to provide three references. These are not required at the time of application; however, will be requested should the candidate proceed further in the selection process.

Final candidates who are being considered for appointment will be requested to complete a comprehensive background check including academic credential verification, and conflict of interest screening.

Applications received thru the ePAAS online system will be forwarded to Executive Search.

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

Contact Information

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