

Nova Scotia Nurses Union
Job Description – Labour Relations Representative
June 2022

Position Summary

Labour Relations is an intrinsic and integral part of the services provided to the Members of NSNU. Labour Relations Representatives are responsible for providing efficient and effective labour relations services to promote the short term objectives, long term goals, policies and interests of the NSNU.

Labour Relations Representatives provide a variety of services to the locals of NSNU. Assignments to locals shall be designated on a functional and/or geographical basis.

Accountable to the Executive Director or designate and working independently within the scope of the position, Labour Relations Representatives will recognize the importance of initiative within the boundaries of the position and communication between colleagues and management.

Responsibilities

- Assist locals and members in the administration of collective agreements. This may include but is not limited to processing grievances, helping to resolve disputes and problems relating to a variety of employment matters.
- Coordinates and manage grievances, arbitration cases and college complaints.
- As required or assigned, act as staff resource to committees of the union.
- May be assigned as negotiator or resource person to the negotiating committee(s).
- Recruit unorganized Nurses from initial contact through to negotiating the first contract.
- May be assigned to relieve other Labour Relations Representatives in times of vacation, illness, other leaves of absences or heavy workload.
- Communicate with the President and Executive Director directly regarding any matters or issues of immediate significance.
- Any other duties which fall within the scope of general labour relations.
- Whenever necessary, in consultation with the Executive Director, obtain advice from an outside legal counsel.
- Other duties as assigned by the Executive Director

Qualifications

- A strong labour relations background including negotiations.
- Excellent human relations skills
- High quality verbal and written communication skills
- Familiar with operating computer programs within the Windows environment.
- Able to travel extensively throughout the province.
- Ability to demonstrate and maintain strict confidentiality.
- A nursing background would be an asset.

About the Nova Scotia Nurses' Union

Founded in 1976, the Nova Scotia Nurses' Union (NSNU) is a professional union representing more than 7,900 Licensed Practical Nurses, Registered Nurses and Nurse Practitioners in Nova Scotia hospitals, long term care facilities, adult residential centres and community nursing practices.

Closing date for this position is Monday, June 13. **Only those applicants selected for an interview will be contacted.

LINK TO APPLY: <https://bit.ly/3afAIRF>