Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	**Lead, Labour & Employee Relations** Administration
Department:	People & Culture (P&C)
Position Status:	Full-Time, Temporary (1-year), with possibility of extension Non-Union
Location:	Brampton, ON or Sault Ste. Marie, ON
Supervision Received:	Manager, Labour and Workplace Experience
Number of Positions:	1

PRIMARY FUNCTIONS:		
A.	Labour & Employee Relations	70%
B.	General Human Resource Management	25%
C.	Other Duties	5%
TOTAL:		100%

Algoma University has an existing vacancy in the position of Lead, Labour and Employee Relations. The Lead, Labour and Employee Relations is a key member of the People & Culture team and will play a strong role in the University's goal of enhancing and maintaining a positive work environment for all employees. Reporting to the Manager, Labour and Workplace Experience, the Lead, Labour and Employee Relations will support employee/labour relations within the institution.

This role works within the People & Culture Department on sensitive matters affecting our community. They gather and maintain documents and records required for collective agreement, contract and policy development, administration, investigation and negotiation. The Lead, Labour & Employee Relations has a strong focus on developing positive relationships with internal community stakeholders, while contributing to a strong culture of mutual respect. The People & Culture Team plays a key role in Algoma's commitment to Equity, Diversity, and Inclusion, and decolonizing and Indigenizing our policies and procedures.

This position is responsible for conducting research, data collection, developing analytical tools, preparing summary reports and maintaining files related to internal complaints, grievances, awards and settlements and external decisions, in order to make informed recommendations to Manager, Labour and Workplace Experience. This position requires high sensitivity to confidential matters, and the incumbent must take appropriate measures to maintain integrity.

RESPONSIBILITIES:

A. Labour & Employee Relations (70%)

- Manages routine labour relations and human resource inquiries related to policies, procedures and collective agreements; refers complex matters to the Manager, Labour and Workplace Experience.
- Support relationship building with all administrative and unionized groups,
- Provide support and guidance to management officers to ensure best practices are followed, and collective agreements are correctly interpreted and applied.
- Support the implementation of a restorative mediation approach to problem-solving to continue the enhancement of maintaining healthy and positive relationships across the institution.
- Support employee and labour relations matters on some issues including performance management, progressive discipline up to and including termination, workplace investigations, grievance management and resolution.
- Ensure grievances, appeals, discipline, and arbitration are appropriately directed, tracked, and monitored with adequate follow-up.
- Initiate research and compile necessary data to assist with the generation of reports and department planning.
- Support the preparation of, and participate as needed in, arbitrations and in Collective Bargaining sessions.
- Work with both academic and operational leadership to ensure all collective agreement deadlines are met.
- Utilize all collective agreements, policies, procedures, regulations and initiatives, and legislative requirements to support effective people management.
- Maintain ongoing awareness of all changes to federal and provincial legislation pertaining to labour and employee relations.
- Provide training, as required, on all applicable collective agreements.

- Develop and maintain effective liaison with staff and faculty unions, including active participation on their respective Joint Consultative Committees (JCC) as required.

B. General Human Resource Management (25%)

- Provide general problem-solving solutions to help maintain healthy and positive working relationships across the institution.
- Collects data, conducts surveys, interviews and other research related to human resource management strategies and policies
- Occasionally participates in human resource activities such as recruitment, training and development and onboarding
- Assists with preparation of plans, policies, documents and reports including EDI reports, organizational charts, labour agreements and human resources.

C. Other duties (5%)

- Support other team initiatives and other duties, as assigned

WORKING CONDITIONS:	
Physical Effort	*Minimal* Alternating positions of light physical activity.
Physical Environment	*Minimal* Minimal exposure to unpleasant/disagreeable conditions
Sensory Attention	*Considerable* Work requires a frequent need to concentrate on a variety of sensory inputs for a lengthy duration, requiring diligence and attention
Mental Stress	*Considerable* Work activities are performed in an environment with frequent exposure to mental stress

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration, Human Resources, Industrial Relations or a related discipline; a Certified Human Resources Professional (CHRP) designation would be considered an asset.

- A minimum of five years of experience in the Labour Relations field in a unionized environment or an equivalent combination of education, training and experience is required.
- This position requires sound judgment, attention to detail, adaptability, and an ability to work under challenging time constraints and varying conditions. Sound understanding of people management.
- Demonstrated experience using a consultative and collaborative approach in building relationships.
- Demonstrated excellence in both verbal and written communications
- Experience working with Indigenous communities, with demonstrated knowledge of Indigenous ways of knowing, understanding, and being, is considered an asset.
- Extensive knowledge of various employment laws and practices such as but not limited to: the Employment Standards Act; Labour Relations Act; Ontario Human Rights Code; Occupational Health and Safety Act; Accessibility for Ontarians with Disabilities Act
- Critical thinking, conflict management and project management skills.
- Excellent interpersonal skills to deal with a myriad of individuals and organizations.
- Ability to maintain privileged and confidential information.
- Ability to handle multiple assignments and prioritize activities in a fast-paced environment.
- Proficient in the use of computer applications for collaboration.

Salary Scale: **$83,283 - $104,104 annually**

To apply for this position please submit a resume and cover letter HERE no later than 4:00 p.m. on Monday, November 30, 2026.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.