



POSITION:	LABOUR RELATIONS AND OHS COUNSELLOR
DEPARTMENT:	HUMAN RESOURCES AND PAYROLL SERVICES
COMPETITION NUMBER:	CGPE-RH1902-01
LOCATION:	MONTREAL
STATUS:	FULL-TIME REGULAR POSITION
STARTING DATE:	FEBRUARY 2019

Kativik Ilisarniliriniq is a school board offering educational services in the 14 communities of Nunavik.

FUNCTION & DUTIES:

Under the authority of the Assistant Director of Human Resources, the Human Resources Management Counsellor is responsible for the following files:

- Apply and interpret the collective agreements of the three categories of personnel of the regular sector (support staff, professionals and teachers);
- Advise school managers on the interpretation and application of collective agreements;
- Advise unionized staff of all three personnel categories;
- Document grievance and arbitration files;
- Represent the Board at LRC meetings;
- Participate in the Joint Committee on Health and Safety in the Workplace, conduct visual inspections in schools and investigate accidents;
- Analyze salary insurance claims, prepare requests for medical expertise and manage claims at CNESST;
- Any other related tasks required by the Assistant Director.

QUALIFICATIONS:

Undergraduate degree in a relevant field of study certifying a minimum three-year university program or hold an executive or managerial position.

Five (5) years of relevant experience.

The Board may, at its discretion, waive any or all of the afore-mentioned qualification requirements if it finds a suitable candidate who is a beneficiary of the James Bay and Northern Québec Agreement and who accepts, as a condition of employment, to follow a training plan determined by the Board

REQUIREMENTS:

- Written and oral fluency in two of the three (3) languages of the Board (Inuktitut, French, English);
- Experience in the interpretation and application of collective agreements;
- Experience in managing disability files and CNESST;
- Experience in a unionized environment;
- Experience in a school board;
- Knowledge of Inuit culture;
- Willingness to travel to Nunavik (40%).

CLASSIFICATION / SALARY / BENEFITS:

Class 6* as per the working conditions of KI's managers: from \$71,553 to \$95,403 annually depending on qualifications and experience.

In addition to salary, you may be eligible to other benefits such as:

- 25 days of annual vacation
- Up to 10 recuperation days
- 2 weeks of vacation during Holiday season
- Summer schedule

All benefits are prorated based on the percentage of the task.

DEADLINE FOR APPLICATION IS: 4:00 pm, February 21, 2019

SEND APPLICATION BY EMAIL TO:

management@kativik.qc.ca

You must indicate CGPE-RH1902-01 in the subject of the e-mail.

**Human Resources
Kativik Ilisarniliriniq**

Only those candidates under consideration will be contacted.