



Calibre Mining Corporation is engaged in the exploration and development of the Valentine Gold Mine located in the central region of Newfoundland and Labrador. Once in production, it will be the largest gold mine in Atlantic Canada and a major employer in the province. Calibre is a public corporation (TSX:CXB) headquartered in Vancouver, British Columbia with a regional office located in Grand Falls-Windsor, NL.

Additional corporate and Project information is available at www.calibremining.com

Calibre is currently inviting applications for an **Employee and Labour Relations Manager** to join our growing team as the company transitions from mine construction to mine operations.

Employee and Labour Relations Manager

Reporting to the VP Human Resources, the Employee and Labour Relations Manager will focus on employee and labour relations to support both the Management Team and the employees of Valentine Gold. This role provides guidance and evidence-based solutions regarding labour and employment law, employee issue resolution, and employment procedures; oversees investigations; develops, and maintains HR policies; and, provides sound advice to ensure the consistent application for fairness and equity in the organization and other HR topics as required for cross coverage purposes. As the company continues to grow and evolve, the Human Resources team and associated roles and responsibilities will evolve as well.

This position is located at the Grand Falls-Windsor office, with regular travel to site as required.

Accountabilities/Responsibilities:

- Coordinate, participate, and lead the initiatives of the Employee Relations Committee (ERC).
 - Preparation of the agenda on behalf of the ERC.
 - Ensure ERC meeting minutes are prepared and distributed.
 - Ensure the ERC is aligned with the growth of the organization.
 - Actively contribute to the establishment of a positive relationship with the ERC.
- Prepare and execute strategies to support the best interests of the employees and the organization for best practice in industry as a mid-tier producer.
- Educate management on industry best practices and assist with implementation of continuous improvement initiatives where required.
- Provide expert advice in complex areas to support leadership and Occupational Health and Safety on the interpretation of policies, procedures, and applicable legislation to determine corrective measures, while supporting management in delivering decision making to the impacted party(s).
- Lead strategies for dispute resolution with the support of the Leadership team and legal services.
- Provide expert advice to the HR Business Partners on specific complex employee situations and ensure consistent application across the organization.

- Prepare briefings for the HR Manager and Senior Leadership team on various labour and employment relations issues.
- Maintain knowledge of current trends, best practices, regulatory changes, and new technologies in human resources, labour, and employment law etc. by keeping up to date on labour and employment relations literature, developing a network, and participating in various interdepartmental/agency committees.
- Provide advice, guidance, and creative solutions to leaders on all HR related issues such as policy interpretation, staff development, performance management, and employee engagement.
- Identify areas where HR alignment or influence is required and enlist support from the HR Manager where necessary.
- Perform routine tasks required to administer and execute human resource programs including but not limited to: compensation, benefits, leave, disciplinary matters, disputes and investigations, performance and talent management, productivity, recognition and morale, occupational health and safety, and training and development.
- Drive and facilitate change throughout the organization which may include implementation of strategy, projects, or initiatives.

Education and Experience:

- An undergraduate degree in Human Resources, Business, or Commerce, with a focus in Labour and Employment Relations is preferred.
- CHRP or Masters is considered an asset.
- 10+ years' experience in a similar role.
- Previous experience in labour and employment relations is required.
- Project-related experience is considered an asset.
- Experience in a remote, operational, or industrial environment is considered an asset.

Skills and Knowledge:

- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Expert knowledge of legislation such as but not limited to the Labour Relations Act, Human Rights Act 2010, etc.
- Excellent interpersonal and communication skills (both written and verbal).
- Strong computer skills, proficient in MS Office applications.
- Ability to exercise appropriate levels of discretion and confidentiality.
- Time management and multi-tasking skills.
- Strong leadership abilities are considered an asset.
- SAP experience is considered asset.
- A valid driver's license and driver's abstract required.

Calibre is an equal opportunity employer committed to local hiring preferences and all applications will be considered on this basis. We value equity and diversity and are committed to creating an inclusive workplace environment for all employees. Calibre reserves the right to hire only those candidates who are appropriately qualified for the position advertised.

Calibre will review all applications; however, we will only contact those candidates who best fit the requirements.

To apply for this position, please do so by clicking on the following URL link: [Careers](#)

Job ID 1179

Deadline to apply: Tuesday, July 2, 2024