



This moment brought to you by
MARINE ATLANTIC

At Marine Atlantic, we need people like you to create moments like this.

Workplace Relations Specialist

At Marine Atlantic, we do so much more than get people from point A to point B. Whether it's reunions, long-awaited trips home, or the start of a new adventure, we bring people together. We couldn't bring people together every day without our own dedicated employees. Our employees embody our core values; they are diverse, safety oriented team-players who exhibit integrity and commitment, and always strive for excellence. Their understanding and commitment to our values make our employees an invaluable part of our organization.

Marine Atlantic is currently looking for a **Workplace Relations Specialist** to work with the Office of the Corporate Counsel. The successful candidate may choose to work from our North Sydney, NS or Port aux Basques, NL location.

The office of the Corporate Counsel is responsible for providing legal advice and guidance to the senior management of Marine Atlantic and is also Corporate Secretary to the Corporation and the Board of Directors. The office is accountable for the direction of overall legal affairs for the organization to ensure that the rights, activities and interests of the organization are legally protected and for ensuring the organization's compliance with laws and regulations.

Reporting to the Corporate Counsel/Corporate Secretary, the Workplace Relations Specialist will serve as a key independent resource to lead and manage responsibilities associated with Marine Atlantic's Workplace Harassment and Violence Policy as well as other initiatives to prevent and/or resolve issues associated with discrimination and conflict in the workplace.



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marineatlantic.ca/hiringnow

Additional Key Areas of Responsibility:

- Acts as Designated Recipient for all employee reports of occurrences of harassment or violence in the workplace and is required to work within the legislated framework, legal precedents and conflict resolution practice.
- Acts as a facilitator or mediator employing various approaches to dispute resolution.
- Act as Designated Recipient, identifying short- and long-term strategies and actions to address employee concerns and work with managers and leaders.
- Stays current with changes to legislation and remains informed of all policies, procedures, standards and guidelines, as well as relevant collective agreements and industry best practices.
- Maintains Marine Atlantic's policies relating to workplace harassment and violence and makes policy changes as necessary based on industry best practices, experience, and legislative changes.
- Creates, manages and monitors confidential records relating to workplace harassment and violence.
- Reports to the Executive and Board of Directors and external reporting as required by legislation.
- Develops workplace assessments in each area of the organization, identifying areas of risk for harassment and violence and developing plans to mitigate those risks.
- Conducts regular workplace audits to determine effectiveness of measures implemented to reduce the risk of harassment and violence in the workplace and to monitor and evaluate preventive measures.
- Serves as a resource and support for the Psychological Health and Safety Advisory Committee.
- Provides support and advice to employees on a confidential basis with respect to processes and recommendations to address conflict, as well as available individual support.
- Develops and implements training and other initiatives to educate employees and promote a safe and respectful workplace.
- Provides regular communication, promotion and awareness of relevant policies, programs, initiatives to proactively enhance knowledge of issues associated with harassment and violence prevention.
- Works diligently, to promote a physically and psychologically safe working environment, that is diverse, accessible, inclusive and equitable.



What qualifications do I need to be considered for this opportunity?

Education and Experience

Post-secondary degree in Human Rights, Dispute Resolution, Law or other related field to conflict resolution

AND

Five or more years' senior level experience in Human Rights, Complaint Investigation/Dispute Resolution or Labour Relations

OR

A combination of equivalent education, job-related training, and work experience in a related position.

Additional Qualifications

- Training and/or certification in ombuds practice, negotiation, conflict management, mediation, arbitration, or labour relations
- Demonstrated knowledge and experience in investigation and alternative dispute resolution (ADR) principles for conflict resolution
- Excellent writing, critical thinking, presentation and communication skills.
- Empathetic listening skills and conflict resolution experience
- Sensitivity to the needs of a diverse employee community
- Considerable knowledge of related legislation (Canada Labour Code, Occupational Health & Safety, Canadian Human Rights and other applicable federal legislation) and industry best practices

Salary: \$75,648.31 - \$94,560.38

Why work for the Marine Atlantic team?

As part of the Marine Atlantic team, you will participate in a variety of ongoing training programs and development opportunities to navigate your career and chart your course for success. We provide a positive and inclusive work culture that is dedicated to creating an environment which promotes diversity, employee growth, career development, and job satisfaction. Some benefits of working with Marine Atlantic include competitive salaries, defined benefit pension plan, comprehensive health benefit packages, and professional development opportunities. Come experience the pride of working with an organization with newly constructed and revitalized infrastructure that has positioned itself for the future.



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How do I become a part of the team?

If you meet the listed qualifications, are interested in this opportunity and exemplify our core values, please apply online before **4 pm (Atlantic Time) on 04 November 2022**.

All applicants must apply online:

www.marineatlantic.ca/hiringnow

Note

- Marine Atlantic recognizes the importance of vaccination to reduce the risk of spreading COVID-19 while continuing to provide an essential service to the province of Newfoundland and Labrador. All employees are required to follow Marine Atlantic Covid-19 protocols. All new hires are required to be fully vaccinated for COVID-19, unless a reasonable accommodation is requested and authorized based on one of the prohibited grounds of discrimination as defined by the Canadian Human Rights Act. As part of the recruitment process, proof of vaccination for COVID-19 will be required or the necessary documentation to provide an approved accommodation.

Additional Information

Marine Atlantic is a Federal Crown Corporation that provides a vital ferry service link between Newfoundland and Labrador and mainland Canada.

At Marine Atlantic, we are dedicated to building and fostering an inclusive and diverse environment, where all employees and customers feel welcomed, valued, and respected.

Marine Atlantic invites applications from all qualified candidates and hires on the basis of merit. We are committed to the principles of equitable employment for all and strongly encourage applications from women, Indigenous Peoples, persons with disabilities, visible minorities and 2SLGBTQIA+ community members. If you are a member of one or more of these groups, please state to which group(s) you identify in your cover letter, resume or application.

To receive this job poster in an alternative format or to discuss alternate ways of completing the online application, please contact the Marine Atlantic Human Resources Department, in confidence, at recruiting@marine-atlantic.ca.

We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you need to be accommodated during any phase of the evaluation process, contact the Marine Atlantic Human Resources Department, in confidence, at recruiting@marine-atlantic.ca.



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