



**Telecommunications Employees
Association of Manitoba, Inc.
TEAM-IFPTE LOCAL 161**



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TEAM-IFPTE Local 161 Term Position Vacancy

Position Title: Labour Relations Analyst (Term)
Duration: Up to one year, starting in January 2014
Salary: B304 Schedule
Location: Winnipeg
Closing Date: 4:00 p.m. Friday, December 6, 2013

Position Overview:

The Labour Relations Analyst is responsible for assisting the Executive Director and Labour Relations Officer to ensure that the Collective Agreement between MTS Inc. and the Telecommunications Employees Association of Manitoba - IFPTE Local 161 (TEAM) is administered consistently and fairly. The Labour Relations Analyst must be able to organize his or her time, and develop and carryout assignments with minimal supervision, receive direction from his or her immediate supervisor, and work in coordination with other union staff, union representatives, and TEAM members.

The Labour Relations Analyst undertakes research and significant detail-oriented investigative and analytical work related to the administration of the Collective Agreement, such as, job postings, promotions, demotions, lateral moves, acting assignments, job rotations, job evaluations, contractor usage, and all associated notifications. External research includes trends in labour, compensation, legislation and telecommunications as related to the TEAM membership.

Information compiled by the Labour Relations Analyst is used for strategic planning, establishing and achieving collective bargaining objectives, and supporting TEAM members. In addition, the Labour Relations Analyst receives and responds to member enquiries, and may be required to attend meetings with members and the Company. The position occasionally requires working non-standard hours.

To qualify for this challenging role you will:

- Have post-secondary education with a degree, diploma or certificate in Management or Business Analysis, or an equivalent combination of education and related work experience, or can demonstrate a clear ability to perform the functions of the job.
- Have ability to collect and analyze information, and compile comprehensive reports and briefs.

- Have knowledge of the MTS organizational structure and administration.
- Have excellent verbal and written communication skills.
- Have ability to work effectively in a team environment.
- Have excellent time management and planning skills.
- Have proficiency with Microsoft Office (Word, Excel & Outlook. Access experience a bonus).

Assets:

- Have played an active role in TEAM initiatives or any other union or Human Rights initiative.
- Have experience writing newsletters or press releases.
- Have a degree, diploma or certificate in Law, Human Resources, Industrial Relations, or related work experience.
- Have experience interpreting collective agreements or Canadian labour laws.
- Have a good understanding of the TEAM Collective Agreement.

Note: All Employee Pension Benefits, Benefits and service rights will be maintained on an Association leave of absence from the company as specified in Article 12 - LEAVE OF ABSENCE of the TEAM-IFPTE Local 161 Collective Agreement.

Applicants need to submit an up-to-date résumé and a covering letter.

Submit your application to: Bob Linsdell
Executive Director
TEAM-IFPTE Local 161
200 – 1 Wesley Avenue
Winnipeg, MB R3C 4C6

Or use internal mail code B2000

All applicants will receive a response.