



Example of Labor Relations Representative Job Description

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Our company is growing rapidly and is looking to fill the role of labor relations representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for labor relations representative

- Executing provisions of the collective bargaining agreement
- Managing grievances within their population and working with their relevant union counterpart to resolve them
- Providing counsel to management on HR and union issues
- Supports organizational effectiveness consulting to enhance the effectiveness of leaders and teams
- Provides assistance to line leadership and/or key input to various levels of management regarding employee/labor relations practices
- Participates in informational programs to effect cooperation and coordination in union-employee management relations
- Represents management in collective bargaining with unions
- Consults with supervisor, senior personnel, or Office of General Counsel
- Serves as a consultant to management
- Conducts termination interviews and compiles statistical reports and information on turnover

Qualifications for labor relations representative

- Ability to perform duties with outmost discretion and maintain confidentiality within the Department of all communications, matters and documents as required

- Demonstrates the advanced level skills necessary to bargain and represent the university's interests effectively
- Proven skill to do effective public speaking to small and large groups
- Bachelors degree in Labor Relations or related field and 3 years of relevant experience OR Juris Doctor degree with a passion for labor relations
- Knowledge of University policies and procedures as they relate to financial management, purchasing