

Valard invites interested members of the participating communities to apply for the following position on the Waasigan Transmission Project (Thunder Bay to Dryden)

Human Resources / Labor Relations Coordinator

The Human Resources / Labour Relations Coordinator plays a key role in recruiting skilled field workers and ensuring effective labour relations within a dynamic, unionized environment. This position focuses heavily on sourcing and recruiting skilled trade professionals, including heavy-duty mechanics, equipment operators, labourers, etc., while also supporting collective agreement administration, grievance handling, and employee relations. The ideal candidate thrives in fast-paced environments, enjoys hands-on recruitment, and has a solid understanding of unionized workplaces.

This is a fixed-term role from January/February 2025 – July 2027.

Description and Job Duties:

1. Recruitment & Talent Acquisition:

- Lead full-cycle recruitment for skilled trade and field roles, including heavy-duty mechanics, equipment operators, labourers etc.
- Partner with hiring managers to understand staffing needs and action proactive recruitment processes.
- Create and post job advertisements with local and participating Indigenous communities and applicable unions.
- Collaborate with Indigenous and local communities to create talent pipelines.
- Represent the company at career fairs, community events, and networking functions to build brand awareness and attract candidates.
- Conduct candidate screening and communicate position offers to successful applicants.
- Administrate onboarding processes for new hires, including site-specific orientations, union paperwork and collecting required certifications.

2. Labour Relations:

- Assist with the administration and interpretation of collective agreements, ensuring compliance.
- Support the grievance process by documenting issues and gathering documentation.
- Participate in labour-management meetings.
- Serve as the first point of contact for union representatives and employees regarding labour-related matters.

3. Employee Relations & HR Support:

- Address employee inquiries regarding benefits, payroll, and company policies.
- Support performance management processes, including tracking performance reviews and disciplinary actions.
- Assist in communicating HR policies aligned with labour agreements and regulatory requirements.
- Promote positive employee engagement by participating in events and initiatives.
- Assist in investigating employee complaints by gathering information, documenting findings, and supporting fair and transparent resolution processes, ensuring adherence to company policies and employment standards.
- Actively collaborate with HR colleagues to support shared goals, ensuring alignment with corporate HR policies and processes.

4. Compliance & Reporting:

- Ensure compliance with employment laws, collective agreements, and company policies.
- Maintain accurate employee records, certifications, and compliance documentation in HR systems.

5. Training & Development:

- Coordinate required training for field employees.
- Regularly run and review training reports using the HRIS system to track employee participation and completion rates.

6. Community Engagement & Outreach:

- Collaborate with indigenous communities to promote employment opportunities and implement community-based hiring targets, ensuring alignment with collective agreements.

Requirements:

- 2-5 years of experience in HR, recruitment, or labour relations, preferably in a unionized environment.
- Primarily camp-based with occasional travel to other project sites and job fairs.
- Availability outside of regular working hours may be required to meet project needs.
- Experience recruiting in the construction, utility, or heavy industry sectors.
- Familiarity with employment laws and safety standards applicable to field operations.
- Knowledge of full-cycle recruitment processes, especially for trades and field positions.
- Experience with collective agreements.
- Exceptional interpersonal and communication skills, with the ability to work collaboratively with multiple stakeholders.
- Proficiency in HRIS systems, applicant tracking systems (ATS), and Microsoft Office.
- Valid driver's license required.



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This role is primarily site-based with occasional travel to other project sites and job fairs. Candidates must be available Monday – Friday, 8 hours a day, with the possibility of working outside regular hours to meet project needs.

Positions available: 1

Estimated Start Date: Jan/Feb 2025

Closing Date: When Filled

Please forward resumes to hr@valard.com