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| **Position Number:** | 00023919 |
| **Department:** | Office of Human Resources |
| **Campus:** | University Services |
| **Date of Issue:** | September 2021 |

1. **Primary Purpose of Position**

The Director of Labor and Employee Relations in partnership with University Leadership serves as the principal leader on all labor and employee relations matters and activities. The Director helps shape our collective bargaining strategy and serves as a critical influencer in developing and driving university-wide promotion and adoption of best practices in employee and labor relations policies and programs. The Director ensures that all labor and employee relations matters and activities are conducted in a manner that is consistent with the efficient implementation of a single Human Resource Service Delivery Model, supports Human Resources strategies and advances the University System’s campuses in their operational and academic strategic objectives.

**II. Essential Duties**

* Represents and/or advises the Chancellor, Senior Administrators, and the Human Resources and Labor Relations Committee of the BOT in collective bargaining with unions representing University System employees.
* Oversees Labor and Employee Relations activities, both strategic and tactical advice and counsel to internal stakeholders regarding labor laws and contractual obligations.
* Works with the Labor Relations employees to coordinate and support preparation for union negotiations and represents or assigns a member of the staff to represent the University System as chief negotiator during bargaining sessions.
* Serves as the designee of the Chancellor in accordance with the University of Maine System Labor Relations Act, as assigned.
* Collects and analyzes data for use in formulating negotiation proposals and develops recommendations for bargaining positions. Oversees the execution of negotiation strategies that advance the strategic goals and objectives of the Board of Trustees and the University System.
* In collaboration with internal stakeholders, develops long term strategies that promote the quality and retention of faculty and staff.
* Provide insight on trends and patterns and translate into proactive proposals.
* Develops and maintains working relationships with labor union representatives. Fosters cooperation and coordination in union-employee management relations.
* Responsible for managing the engagement of outside counsel in the preparation of and participation in labor arbitration hearings and federal and state labor board proceedings.
* Effectively model and understand cost impact related to bargaining proposals/contract settlements through working with HR colleagues and the University Budget Office.
* Effectively manage, train, and develop Labor Relations Managers.
* Understand and evaluate business needs and align and understand related goals for the Labor/Employee Relations team.
* Work closely with leadership to proactively respond to shifting business needs and associated labor and employee impact.

**III. Supervisory Responsibilities**

Labor Relations Managers and Administrative Support

**IV. Reporting Relationship**

Reports to Chief Human Resources Officer.

**V. Working Relationship**

Coordinate with staff of the System Office of Human Resources, University Counsel, Vice Chancellor for Administration and Finance, other System administrators, outside counsel, university human resources staff and administrators, and representatives of bargaining agents.

**VI. Budget Responsibility**

May have responsibility for a portion of the operating budget of the Office of Human Resources and for project budgets.

**VII. Knowledge, Skills, and Abilities**

* Expert knowledge of and ability to consistently and appropriately apply labor relations and employment practices, laws, and regulations.
* Knowledge of court decisions and arbitrations concerning important labor cases, current major issues and trends in labor legislation, and guidelines and policies of regulatory agencies.
* Ability to develop, recommend, and implement effective programs to achieve collective bargaining goals.
* Advanced ability to analyze situations and apply contract terms to specific facts.
* Knowledge of higher education management.
* Strong working knowledge of human resource management.
* Knowledge of conflict resolution techniques.
* Ability to establish and maintain effective working relationships with administrators, Board of Trustees, faculty, employees, bargaining agent representatives, and regulatory agency representatives.
* Ability to communicate effectively both orally and in writing. Excellent listening skills.
* Collaborative problem solving and effective team building skills.
* Ability to develop and deliver educational programs for university staff.
* Ability to work effectively in a cross-disciplinary human resources team.
* Ability to advocate, negotiate, organize, direct and formulate practices and procedures; evaluate, simplify and explain complex information; apply standard criteria to diverse situation; and make appropriate judgments and decisions.
* Ability to learn and understand broader organizational goals and objectives.

**VIII. Qualifications**

**Required:**

* Master’s degree in appropriate field or equivalent experience.
* Progressively responsible experience in labor relations in a higher education environment with faculty collective bargaining.
* Experience in contract negotiation, contract administration, and grievance administration.
* Advanced knowledge of labor relations, labor and employment law, and labor relations issues in higher education.
* Demonstrated skills in effective oral and written communication.
* Demonstrated skills in problem solving and conflict resolution.
* Broad human resources experience.

**Preferred:**

* Experience in facilitated collective bargaining and/or conflict resolution techniques.
* Experience as chief negotiator.
* Solid knowledge of compensation theory and wage and salary administration.

University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.

# Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: Date:

Supervisor: Date: