

Titre d'emploi: Specialist, Administrative Tribunal of Labour-Health & Safety Division

Job Requisition Id: 141706
Business Function: Labour Relations
Primary City: Montréal
Other Location(s): Montreal, Saint-Laurent, St-Laurent
Province: Quebec
Employment Type: Full-Time
Employment Status: Permanent
Language Requirement: Bilingual Imperative (BBBB)
Employee Class and Level: CPMGA01
Number of Vacancies 1
Job Closing Date (MM/DD/YYYY): 12/02/2021

Health and safety is our highest priority. With vaccination shown to be the most effective tool to reduce the risk of transmission of COVID-19 and protecting individuals from severe consequences of this virus, Canada Post has implemented a Vaccination Practice. Accordingly, you will be required to attest to being fully vaccinated. If you are unable to be vaccinated, you may request an accommodation due to a medical, religious, or other prohibited ground of discrimination as described in the Canadian Human Rights Act.

Job Description

Reviews and analyzes workers' compensation board (WCB) cases that are appealed by the employee and the corporation and is the authority to decide on the appropriateness of the appeal. Represents the Corporation before one or more Boards through all levels of the appeals process. Liaises with all administrative levels of the provincial WCB's as it relates to appeals: the regional Appeals Tribunals, ESDC, the regional employers' community and internal stakeholders with the objective of maximizing financial efficiency of the program, protecting corporate assets, the interest of the corporation, and addressing systematic issues; provides advice to the corporate WCB Liaison policy owner with regards to proposed corrective actions, and new trends and developments.

Job Responsibilities

Below are the main job requirements and responsibilities for the Specialist, Workers' Compensation Board.

- Represents the corporation before the provincial Workers' Compensation Boards, the appeals tribunals, including the conciliation and/or mediation process and makes decisions, within a limited time frame with consideration to the administrative, economic and public relation consequences of their decisions or positions. Escalates to the manager matters that impact on corporate policy, is sensitive, impact on the corporate image and/or interest and have broader financial consequences.
- Provides WCB technical guidance to HR business partners and service delivery teams based upon appeals, particularly on highly complex or prolonged cases.
- Participates in the corporation's WCB Liaison policy owner initiatives and meetings when requested. Provides regional input to the corporation's WCB Liaison policy owner on new trends, critical developments or issues to be addressed and influences changes to corporate WCB policies, guidelines and administrative practices with a view to continuously improve financial efficiency and protect corporate assets and the interest of the corporation.
- Researches and assesses the budgetary and economic implications of provincial WCB policies and programs to identify critical issues in the Workers' Compensation area and to provide advice to the corporate WCB Liaison policy owner with regards to proposed corrective actions, and new trends and developments.

Job Responsibilities (continued)

- Keeps current on both Federal and Provincial Workers' Compensation Boards and Appeals Tribunal statutes, regulations and associated legislative and jurisprudence, which have an impact on claims management operations; maintains through training and continuing education an up-to-date level of competency of all IOD/WCB related matters.
- Fosters partnerships with provincial WCBs, regional appeal tribunals, ESDC and regional employers' community to continuously improve Canada Post's performance in the workers' compensation domain. Identifies critical or systematic issues, discusses operational and financial performance resulting from the appeal process.
- Maintains a network of internal and external contacts to regularly benchmark and remain current on future trends and developments related to WCB programs, policies and strategies. Participates in HR associations and events, in order to remain current and promote the CPC brand.

Qualifications

Education

- Completed post-secondary, preferably in a related field OR a combination of equivalent professional experience and training

Experience

- 1 to 3 years of relevant functional experience
- One or more years of experience in a unionized environment an asset

Other Candidate Requirements

- Proficient computer skills and competent with Microsoft Office programs
- Enrollment in specific designation and or certifications programs may be required for certain positions (e.g. Finance & Engineering).
- Strong communication, analytical, and customer service skills

Other Information

Safety Sensitive Positions

This position may be considered a Safety Sensitive position.

Employment Equity

Canada Post will represent Canada's diversity and provide a safe and welcoming workplace that embraces and celebrates our differences.

We are committed to employment equity and encourage applications from women, Indigenous Peoples, persons with disabilities and visible minorities.

Conflict of Interest

The Conflict of Interest Policy prohibits employees from hiring, supervising or reporting to, directly or indirectly via the reporting hierarchy, their immediate family or close personal relations. Should you feel that you may be in an actual or potential Conflict of Interest in regard to this job opportunity, you must communicate with the designated Human Resources representative.

Accommodation

Canada Post is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you are contacted by Canada Post regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. All information received in relation to accommodation will be kept confidential.

Important Message

Your application must clearly demonstrate how you meet the requirements as Canada Post cannot make assumptions about your education and experience. We thank all those who apply. Only those selected for further consideration will be contacted.

Our Leadership Behaviours

Decision Making – A champion of the organization who takes calculated risks and makes prudent, common sense

decisions about current issues, future opportunities and resource requirements in a timely, well thought out manner that aligns with the corporation's best interests.

Accountability – An individual who strives for performance excellence and who holds him/herself and direct reports accountable for decisions and actions and for learning from mistakes when intended results are not achieved.

Business Orientation – A proactive individual who understands the competitive nature of the business, and is committed to sustaining the business through excellent customer service and new business opportunities.

Execution – A focused and self-motivated individual who acts with a sense of urgency and delivers on time and within budget, by dealing effectively with challenges and ambiguous situations.

Leading People – A compelling communicator and leader who engages, motivates and inspires others to achieve results and who encourages personal growth and finding better ways of doing things.

Our Values

We value diversity as an essential part of who we are as a company, how we operate and how we see our future. We believe that attracting, developing, and retaining people who reflect the diversity of Canada is essential to our success because this matters to all communities and customers we serve.

Canada Post's corporate values reflect the principles, beliefs and aspirations that guide our behaviour and shape our culture.

Safety – We are committed to a safe and healthy environment for all our stakeholders.

Customer – We serve Canadians with pride and passion.

Respect – We treat each other with fairness and respect.

Integrity – We act responsibly and with integrity.

Transformation – We will innovate and transform to win in the marketplace.