

# Labour Relations Officer

## Your tasks

- Assist all HRBP's with strategic Labour Relations matters within their area of responsibility
- The development, implementation & maintenance and ensure adherence of various IR policies and procedures
- Provide strong feedback to enhance the relationship between Trade Unions and management for Manufacturing.
- Manages labor relations program of organization: Analyzes collective bargaining agreement to develop interpretation of intent, spirit, and terms of contract
- Schedule grievance procedures to handle complaints that result from disputes with unionized employees over the collective bargaining agreement, work rules, and interpretation of the meaning of the contract
- To prepare documents for all conciliations and assist with preparation for Arbitrations
- Conduct special investigations as needed.
- Manage the IR database on PaySpace and ensure accuracy of data when reports are presented
- Ensures uniformity of the records of all disciplinary processes and act as a scribe when directed to do so.
- Advises and works with Human Resources staff and other managers of unionized employees to ensure compliance with the contract and all workplace rules
- Assist initiators in preparing for internal enquiries and providing the Presiding Officers with information relevant to setting precedent, previous outcome decisions etc.
- Advises management and union officials in development, application, and interpretation of labor relations policies and practices
- Develop, implement and provide an all-encompassing industrial relations training
- On request develop the necessary training material for any IR related training required by the business
- Deliver IR training and keep all training and on-boarding information relevant
- Consolidate Industrial relations information and compile monthly reports using Power BI
- Analysis of absenteeism , provide Labour Relations Manager with a daily / weekly report on absenteeism and action taken and ensure consistency
- Report on the analysis of all action taken and ensure consistency
- Prepares statistical reports, using records of actions taken concerning grievances, arbitration and mediation cases, and related labor relations activities, to identify problem areas.

## Your profile

National Diploma in Labour Relations or HRM with a major in Labour Law



Job ID  
**REF81597H**

Field of work  
**Human Resources**

Location  
**Gqeberha**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Legal Entity  
**Continental Tyre South Africa Ltd.**

## **Our offer**

Medimed Medical Aid - with 3 options to choose from with the Company subsidising 50% of the cost

Provident Fund - 2 options to choose from with the Company contributing an additional 10.5% towards it.

Tyre Purchase discount for up to 8 tyres a year

Long service awards payments from 10 years of loyal service

Study Assistance and Bursaries

Ready to drive with Continental? Take the first step and fill in the online application.

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## **About us**

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2020, Continental generated sales of €37.7 billion and currently employs more than 192,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary. With its premium portfolio in the car, truck, bus, two-wheel and specialty tire segment, the Tires business area stands for innovative top performance in tire technology. Services for dealers and fleet management as well as digital tire monitoring and management systems are further areas of focus. The aim is to contribute to safe, economical and sustainable mobility.