

# Labour Relations Officer

## Vos activités

- 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.

## Votre profil

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



Référence  
**REF81597H**

Domaine fonctionnel  
**Human Resources**

Site  
**Gqeberha**

Niveau de leadership  
**Leading Self**

Flexibilité du poste  
**Onsite Job**

Unité légale  
**Continental Tyre South Africa Ltd.**

## **Notre offre**

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

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## **A propos de nous**

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