

Labour Relations Officer

工作职责

- 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.

职位要求

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



职位号码

REF81597H

工作职能

人力资源

所在地

Gqeberha

领导力级别

个人贡献者

工作场所灵活度

现场办公

法律实体名称

Continental Tyre South Africa Ltd.

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