



174694 - Industrial Relations Officer and CEO of the PEI Labour Relations Board - Department of Workforce and Advanced Learning - Permanent

Government of PEI

Sherwood Business Centre - 161 Saint Peters Road, Charlottetown, Prince Edward Island C1A 2Z3

1 Position available

Published on: August 24, 2026

Expires on: September 9, 2026

JOB DESCRIPTION

The Department of [Workforce and Advanced Learning](#) is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

The Industrial Relations Officer acts as a conciliation officer (mediator) under the Labour Act, providing neutral third-party assistance to employers and unions experiencing difficulties in achieving a collective agreement and reporting to the Minister. As the Chief Executive Officer for the Labour Relations Board (the "Board"), the Officer has several responsibilities under the Labour Act. In addition, the Officer provides back-up support as an inspector under the Employment Standards Act.

Duties will include but are not limited to:

- Oversees and directs the quasi-judicial functions of the Board to ensure the Board's mandate is fully and effectively implemented;
- Liaises with the Board in planning and instituting changes in procedures and policies consistent with the developments in labour-management relationships;
- Ensures quality service delivery to the Board's stakeholders and is sensitive to the legislative/procedural developments in other provincial jurisdictions with the objective of ensuring Board policies and procedures are contemporary with the changing needs of the industrial relations community;
- Advises Board members on existing policy/procedures in advance and during the hearing process to ensure consistency, conformity in final Board determinations;
- Supports and provides advice to the Chair of the Board, assists with research and preparation of Board decisions, and engages with external legal counsel as required;
- Ensures that the Board has the necessary qualified individuals with the appropriate background and discipline to serve as members of the Board in consultation with the Director of Labour and Industrial Relations and Deputy Minister;
- Develops and prepares an up-to-date mission statement, goals and objectives that reflects the direction and intent of Board and staff responsibilities pursuant to the mandate established by the *Labour Act*;
- Supervises the budget and general administration of the Board, the maintenance of records and statistics, and the preparation of annual reports to the Minister;
- Acts as the official spokesperson for the Board on any media inquiries;
- Responds to inquiries and requests for industrial relations information from employer and employee representatives, lawyers, and the public;

	Job type
	Permanent / Full-time
	Work shifts:
	Day
	Work schedule:
	37.5 hrs /week
	Work location
	On site
	Salary:
	\$89,739.00 - \$110,526.00 CAD
	Yearly

Additional information

Job Opening ID:	174694
Department:	Workforce and Advanced Learning
Division:	Labour and Industrial Relations
Location:	Charlottetown
Pay Level:	20
Hourly Salary Range:	\$46.02 - \$56.68
Employment Type:	Permanent
Employment Percentage:	100%

- Acts as a neutral third-party facilitator/mediator to try to bring the parties to a consensus on outstanding collective bargaining matters in order to avoid labour disruptions;
- Provides advice and guidance to senior company officials, labour relations consultants and union officials in a variety of industries and sectors in assisting them to resolve unusual or complex difficulties encountered in dispute resolution;
- Responds to and investigates complaints under the *Employment Standards Act*, issues decisions, and exercises authority as an inspector under the Act, when required;
- Provide administrative planning support to the Industrial Relations Council, as needed; and
- Other duties as required.

Minimum Qualifications:

- University degree in Law, Business Administration, Public Administration, or a related degree;
- Demonstrated equivalencies will be considered;
- Certificate or training in mediation or conciliation;
- Extensive experience in the interpretation and application of legislation, statutes, regulations and policies;
- Extensive experience in labour management;
- Considerable experience in negotiation, preferably collective bargaining;
- Experience with investigative and interviewing techniques designed to obtain facts/data, make assessments and decisions;
- Experience drafting analytical reports, policies or procedures;
- Specialized knowledge of mediation techniques and practices and the *PEI Labour Act*, and related legislation, the *Civil Service Act*, and *Education Act*;
- Knowledge of the labour environment on PEI;
- Knowledge of content and intent of the Employment Standards Act and regulations, the *Human Rights Act*, the *Occupational Health and Safety Act* and regulations, and ability to interpret legal opinions, interpretive policies, court, tribunal and arbitration decisions, bankruptcy, insolvency and commercial law;
- Knowledge of the principles of administrative law;
- Demonstrated problem-solving skills to resolve complex issues and build relationships;
- Excellent interpersonal, written and oral communication skills; and
- Access to reliable transportation.

Other Qualifications:

- Knowledge of the structure and character of union and management organizations, collective bargaining process, methods and conventions and contractual issues; related to the industrial sector (e.g. master vs. local bargaining issues in the public sector(s));
- Knowledge of labour economics, personnel administration, and the social, historical, and psychological aspect of the labour movement and labour relations particularly; and
- Experience with conducting workplace investigations.

This competition may be used to fill future job vacancies.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

Voted as one of Forbes' top 45 Best Employers in Canada for 2026

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

BENEFITS

Closing Date:

- Wednesday , September 9, 2026 4:00 p.m.

Open To:

- Public

Union:

- Excluded

Required documents

- ☒ Resume

Optional documents

- ☒ Cover Letter
- ☒ Other

Work Permit If you are not a Canadian citizen or permanent resident , please upload a copy of your valid work permit confirming your authorization to work in Canada .

- ☒ Certifications If you hold any of the required or preferred certifications mentioned in the job posting , please upload them here .

- ☒ International Education – If you earned your credentials outside of Canada , please upload any International Education Credential Recognition documents you have .



4 weeks paid vacation annually, as per the Terms and Conditions for Excluded Employees



Up to \$2,500 annual training funds



Hybrid options within PEI



Employee assistance program



Pension Plan



Employer-paid health and dental benefits