

# Recruitment posting

## Labour Relations Board

**Competition ##:** 872

**Ministry:** Jobs, Economy, Trade and Immigration

**Opening Date:** 2026/02/23

**Closing Date:** 2026/03/09

**Role:** Full-time and Part-time Vice Chair

It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal. Diversity and inclusion are valued and supported on the boards of Alberta's public agencies.

### Role Required

The Minister of Jobs, Economy, Trade and Immigration is seeking applications to fill one full-time and one part-time position from individuals interested in serving as Vice Chair of the Alberta Labour Relations Board.

### Location

Hearings are usually held in the Edmonton or Calgary office, however, candidates should be prepared to travel throughout the province as required. Some hearings are held virtually.

### About the Agency

The Alberta Labour Relations Board is an independent and impartial tribunal responsible for the day-to-day interpretation and application of Alberta's labour laws. The Labour Relations Board processes applications, holds hearings, actively encourages dispute resolution, employs officers for investigations, and makes major policy decisions. The Labour Relations Board offers informal settlement options to the parties, but it also has inquiry and hearing powers to make binding rulings whenever necessary.

The Labour Relations Board administers three main pieces of legislation: the [Labour Relations Code](#), [Public Service Employee Relations Act](#), and [Police Officers Collective Bargaining Act](#). The Board also administers parts of other legislation including: [Post-Secondary Learning Act](#), [Public Education Collective Bargaining Act](#), and [Public Interest Disclosure \(Whistleblower Protection\) Act](#). The Board is designated as an appeal body for certain proceedings under the [Employment Standards Code](#) and [Occupational Health and Safety Act](#).

### Role Description

In this leadership role, you will provide impartial and consistent interpretation and application of Alberta's labour laws. You will chair Labour Relations Board hearings and participate as a panel member in hearings, under the various labour relations statutes. Exercising an in-depth understanding of the legislation, you will act impartially in dealing with applications, while maintaining consistency with Labour Relations Board policies and procedures. As part of this role, you will provide leadership on projects and administrative matters, and represent the Labour Relations Board in public relations functions.

Appointments can be up to five years, with eligibility for reappointment for additional terms.

### Skills and Experience Required

- A Bachelor of Laws (LLB) or Juris Doctor (JD).
- Significant experience practicing law in the field of labour relations, with preferred experience as a quasi-judicial decision maker.
- Extensive experience with consensus-based meetings in a quasi-judicial setting.
- Strong working knowledge of labour history, collective bargaining, and labour and employment legislation.
- Superior legal writing skills, strong organizational capacity and the ability to articulate views in a timely fashion.
- Excellent facilitation skills, sound judgement and the ability to make pragmatic decisions.
- Demonstrated success in building and maintaining positive relationships with stakeholders, at all levels.
- Ability to foster alternative dispute resolution and advanced case management techniques within a time sensitive environment, as well as mediate disputes.

### Remuneration and Time Commitment

Part-time Vice Chairs work on a casual basis and are compensated at a rate of \$300 per hour.

The current annual salary for a full-time Vice Chair is \$230,193.

Travelling expenses will be paid in accordance with the [Travel, Meal and Hospitality Expenses Policy](#). Positions may require evening and weekend work.

### Position Profile

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### Additional Documentation

Please note: This ad will remain open until March 9, 2026, or until suitable candidates are found.

In your cover letter, please indicate whether you are applying for the full-time or part-time Vice Chair position.

In addition to your cover letter and resume, we require a biography. Click [HERE](#) to download the biography form.

Once the forms are completed, save them to your PC. When you click on submit application, you will be prompted to upload additional documents. Drag and drop or upload your completed biography form and others requested into the 'Drop files below or click to upload' section

The posting may be used to fill current and future public agency vacancies.

## Contact Information

Executive Search, Alberta Public Service Commission

Phone: 780-408-8460

Email: [psc.executivesearchservices@gov.ab.ca](mailto:psc.executivesearchservices@gov.ab.ca)

## How To Apply

Carefully read the Recruitment Posting and the Position Profile to ensure this is an appropriate opportunity for you. Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements.

Online applications are preferred. To apply, click on the 'apply' button, create or sign into your account in the ePAAS system; upload your resume, view the listing under Current Opportunities and click on 'submit application'. The uploaded resume will be automatically attached.

Provide a short 4 line biography using the Biography template found under additional documents section. Your biography should include your name, current work experience, board/committee experience and relevant education. Please note that biographies may be edited for length and clarity.

Once your biography and other required form(s) are completed, save it to your PC. When you hit 'submit application', you will be prompted to upload additional documents. Drag and drop (or upload) your completed cover letter, biography and other form(s) into the 'Drop files below or click to upload' section before clicking the 'apply' button.

If you are unable to apply online, please submit a cover letter and resume, quoting the recruitment posting competition number, to the contact provided on the posting. We thank all applicants for their interest. All applications will be reviewed to assess which candidates' qualifications most closely match the agency's requirements. **Only those selected for interviews** will be contacted to advance to the next step in the appointment process. You can check the status of each competition on-line at <https://www.alberta.ca/public-agencies.cfm>.

The personal information collected through the Electronic Public Agency Appointment System (ePAAS) will be used to administer and manage recruitment for current and future public agency appointment opportunities. This personal information collection is authorized under section 8(1)(2) of the Government Organization Act, and is being managed in accordance with section 4(c) of the Protection of Privacy Act (POPA). If you have questions about this collection of personal information, you may contact the Public Agency Secretariat at 780-644-5438 or by email at: [PASinfo@gov.ab.ca](mailto:PASinfo@gov.ab.ca)

**Please Note:** Successful applicants will have the following information about them made publicly available on the Public Agency Secretariat Website: name, biography, public agency, and position title.

## Agency Website:

[Alberta Labour Relations Board](#)

## Link to Enabling Legislation:

[Labour Relations Code](#)