

Applications for the Minister's List of Arbitrators

The Arbitration Advisory Committee is responsible for providing advice and recommendations to the Minister of Labour, Skills and Immigration regarding the appointment of arbitrators to hear and resolve grievance matters.

We encourage applications from all Nova Scotians. In particular, racialized and Indigenous (especially African Nova Scotian and Mi'kmaq) persons, individuals who identify as women, persons with disabilities, members of the 2SLGBTQ+ community and other equity-deserving groups, and individuals who are able to conduct hearings in French.

And we encourage applicants to self-identify in their applications.

This is an opportunity to contribute to decisions that foster harmonious relations in workplaces across Nova Scotia and meaningful and impactful results for Nova Scotians. Arbitrators appointed to the Minister's List can further build their professional capacity and connections in Nova Scotia's labour relations community.

We are seeking applicants who possess the following qualifications:

- ▶ knowledge, or the ability to acquire knowledge, of labour law, administrative law and human rights law;
- ▶ acquired experience in one or more of the following areas:
 - chairing boards of arbitration or acting as a sole arbitrator
 - acting as a nominee of one of the parties on an arbitration panel
 - presenting or adjudicating cases before an arbitrator, the Labour Board, Workers' Compensation Appeals Tribunal, Human Rights Tribunal or Small Claims Court
 - acting as a mediator in labour relations disputes
 - representing parties in collective bargaining
 - representing parties in the process of grievance administration under collective agreements
 - extensive experience as a litigator, or
 - expertise, training, work history or academic qualifications that will facilitate the chairing of administrative proceedings;

- ▶ ability to mediate disputes in conjunction with arbitration;
- ▶ impartiality, objectivity and fair decision making, as well as acceptability in the labour community as a fair, impartial and neutral arbitrator;
- ▶ ability to write clearly and concisely;
- ▶ commitment to hold hearings and render decisions in a timely manner; civility and respect in the conduct of proceedings;
- ▶ high standards of ethics and integrity;
- ▶ sensitivity to equity, diversity and inclusion, an awareness of the impact of unconscious bias on decision making, and the ability to adjudicate in a way that is culturally competent.

Arbitrators seeking reappointment must also demonstrate that they have:

- ▶ demonstrated a willingness to accept Ministerial appointments when available;
- ▶ accepted at least five consensual or Ministerial appointments as an arbitrator or rights adjudicator;
- ▶ issued clear and concise awards in a timely fashion; and
- ▶ engaged in mediation or a med/arb process where appropriate.

All arbitrators on the Minister's List must be willing to engage in any training required by the Department of Labour, Skills and Immigration.

All arbitrators on the Minister's List shall be residents of Nova Scotia and shall demonstrate a commitment to provide arbitration services for reasonable fees reflecting those generally charged by arbitrators appointed privately.

Your cover letter and resume, and any supporting documentation, can be sent to:

The Honourable Jill Balsler
Minister, Labour, Skills and Immigration
c/o Labour Services Branch
cynthia.yazbek@novascotia.ca
