



ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 30,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

ACTRA National is seeking a full-time: Collective Bargaining Specialist

Position Scope:

Under the direction of the Senior Director, Collective Bargaining, People & Operations, the Collective Bargaining Specialist Administrator will work in collaboration with internal and external teams and stakeholders to ensure the efficient operation and highest standard of service.

Responsibilities:

Duties include but are not limited to:

- Support the Director, Collective Bargaining, People and Operations in implementing collective bargaining and research initiatives.
- Create and manage a robust and repeatable collective bargaining preparation and implementation process ensuring alignment to ACTRA collective agreements, By-Laws, Constitution, and policies.
- Draft bargaining proposals for negotiations and be a key contributor at the bargaining table.
- Prepare costing scenarios during collective bargaining negotiations ensuring agreements/settlements are fully costed, captured, and allocated.
- Provide advice and assistance to National and Branch staff in the administration, grievances and ensuring compliance to ACTRA collective agreement, By-Laws, Constitution and best practice in the film and television industry and maintain a central repository of interpretations electronically.
- Support branches with requests pertaining to Collective Bargaining initiatives and requirements such as exception requests/extraordinary circumstances under ACTRA collective agreement.
- Compile industry-relevant statistical research data to support collective bargaining proposals, negotiations, and strategy.
- Interpret information researched and provide analysis on the monetary implications of all scenarios.

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- Modify and revise the existing collective agreement which incorporates all newly negotiated changes, including all working with the team on implementation procedures such as updating rates, forms, printing, online references, interpretation guides, draft communications.
- Manage digital member forums on current collective agreements problems and ensure it forms recommended proposals for negotiations.
- Build detailed projects plans for team projects and leads them, sometimes simultaneously, achieving milestone and implementation within set time frames.
- Prepare and manage proposals and reports for the Wages and Working Conditions Committee
- Establish standards and formats for document management for proposals and research to support collective bargaining.
- Interpret data, analyze results using statistical techniques and provide ongoing statistical, and ad-hoc reports as needed.
- Develop research content centered around best practice methodologies, practical case studies, and industry research.
- Provide expertise to ACTRA National and Branch staff in improvements of data entry, data quality, processing, and utilization.
- Develop and maintain a variety of bargaining metrics and key performance indicators (KPI's) to track information that would demonstrate results and drive continuous quality improvement.
- Support ACTRA's bargaining, communication, and any other applicable strategies by providing relevant research, interpretation, and analysis.
- Responsible to maintain and understand the applicable collective agreement to use as a resource for conducting data analysis.
- Continuously research current events and trends within the labour movement and the film and television industry both in Canada and internationally and provide timely reports to the Director and the National Executive Director.
- Organizing and analyzing data, creating charts and graphs, and presenting findings to your team, leadership team, committees and/or members.
- Support the development of internal and external materials related to research insights, including developing presentations and articles.
- Lead, review, and support ACTRA system and administrative data to guide ACTRA database improvements and collaborate with IT to optimize reporting.
- Other related duties and projects assigned generally considered to be within the scope of the position.

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Qualifications:

- Minimum education required is a University Degree in Industrial Relations or Business Administration (or equivalent combination of education/experience) and an asset to also have one of the following fields: Data analytics/statistics or Economics.
- At minimum two (2) years related experience required.
- Strong knowledge of labour relations as well as knowledge and awareness of employment related legislation.
- Knowledge of the collective bargaining process is required.
- Excellent project management skills and process improvement methodologies required.
- Knowledge of the procedures, practices and techniques used in collective bargaining.
- Excellent accuracy and attention to detail.
- Experience of collective agreement interpretation, collective bargaining, and labour relations, drafting proposals and utilizing data to support collective bargaining proposals, negotiations and strategy preferred.
- Well developed research, reasoning, mathematical, analytical, and problem-solving skills.
- Experience preparing cost-analysis and presentation to bargaining teams, members, and management.
- Experience in project management and leading projects from inception to implementation.
- Knowledge of the film and television industry an asset.
- Strong communication skills, particularly communicating between people with different areas of expertise (i.e., data/technology vs contracts/collective agreements).
- Must have fundamental knowledge of research principles and practice, and techniques relating to data collection, management, and analysis.
- Must be able to work independently and come together with the wider team to share and present their findings and seek input from the staff members and/or and external comparators on other angles and data to explore.
- Advanced writing skills, strong analytical skills, and excellent organizational and time management skills.
- Demonstrated customer service orientation with excellent interpersonal skills.
- Advanced level skills in Microsoft office and including Microsoft Word, Excel, Power-Point and data illustration and visualization tools.
- Ability to create and work with various databases and online based tools.

Things to know:

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- This role is 100% office-based and requires daily attendance at our downtown Toronto office (Bloor and Charles).
- Overnight travel will be required for some bargaining sessions.
- This posting is for the recruitment of 1 full-time, permanent role.
- The salary for this role is \$90,911.00 per year.
- ACTRA National does not use AI for evaluating candidates through the sourcing and recruitment process.

Application Process:

Interested applicants are invited to submit a resume and cover letter to humanresources@actra.ca **quoting '2025-04 'Collective Bargaining Specialist' in the email subject line.**

ACTRA is committed to employment and pay equity, and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and LGBTQ2+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA') we provide the accommodations necessary to ensure full participation in our recruitment processes. If you require an accommodation during any stage of the recruitment process, please notify Human Resources.

Thank you for your interest in joining us. Only those selected for an interview will be contacted.