



The Union of National Employees  
Le Syndicat des employées et employés nationaux

**UNION OF NATIONAL EMPLOYEES – PSAC  
Employment Opportunity**

**COMMITTED TO EQUALITY IN THE WORKPLACE**

**Competition Start Date: 8/8/2019**

<b>Position Title</b>	National Labour Relations Officer (3 positions available) 1 Full-time Position and 2 Term Positions (2 years each)
<b>Employment Type</b>	Permanent (1)/Term (2)
<b>Classification</b>	Band 11 (Under Review)
<b>Language</b>	Bilingual Imperative (English and French)
<b>Salary</b>	Currently \$95,908- \$107,945+ \$1,360 Bilingual Bonus
<b>Group</b>	Alliance Employees' Union, Unit III
<b>Location</b>	Union of National Employees 150 Isabella Street, 9 <sup>th</sup> Floor Ottawa, ON K1S 1V7

**Purpose of Position**

With its 20,000 plus union members, the Union of National Employees (UNE) is one of the largest and most diverse Components within the Public Service Alliance of Canada, (PSAC), the Certified Bargaining Agent. UNE represents members in approximately 70 Departments, Agencies, Commissions and Separate Employers, governed by multiple legislations and approximately 45 collective agreements within 170 Locals from coast to coast in Canada and in Consulates and Embassies around the world.

The National Labour Relations Officer (NLRO) represents between 2,500 and 4,000 union members in a diverse portfolio of Employer Groups.

Under the direction of the Director of Member Representation and Labour Relations, the NLRO provides a wide range of services in a variety of forums to the union membership and Elected Officers regarding the fair representation of members' rights, entitlements, concerns and interests with respect to the interpretation and application of collective agreements, labour-related legislation, employer policies, and other labour relations, human resources and human rights issues.

**Statement of Responsibilities**

As a representative and advocate of member rights, the NLRO provides technical and strategic advice, recommendations, guidance, support and representation on workplace matters, final-level grievances, mediation, adjudication/arbitration, appeals, facilitated discussions and complaints regarding working conditions, compensation, benefits, discipline, leave, health and safety, human rights, accommodation,

harassment, workplace violence, workforce adjustment, staffing matters, employment equity, etc.

As a negotiator, the NLRO enters into discussions with senior departmental officials, agencies, and separate employers to negotiate, draft, approve and implement legally binding grievance settlements, and/or agreements based on the interpretation and application of legislation and precedent cases.

As a trainer and facilitator, the NLRO creates, designs, develops, facilitates and delivers training workshops/seminars and modules on a variety of topics that are important to the members and Elected Officers and support the development of Locals.

### **Qualifications**

- Post-secondary graduate in labour relations, political science, social sciences, law, legislative studies or a related discipline, or an equivalent combination of education and experience.
- A minimum of five (5) years' experience in grievance or adjudication processes, or equivalent relevant experience.
- Demonstrated commitment to union principles and social justice.
- May be required to pass a security and/or credit check based on assigned employers and regulatory requirements.
- Knowledge of the political and operational structures of the UNE and PSAC.
- Knowledge of broader Labour movement and social justice issues.
- Ability to analyze, apply, explain, and interpret collective agreements, employment legislation, and employer policies and directives.
- Ability to inspire, motivate, and organize groups to achieve collective goals and objectives.
- Ability to design and facilitate union education courses according to the principles and practices of popular education.
- Ability to develop union education materials.
- Exceptional ability to communicate effectively, orally and in writing, in both official languages with workers in a variety of occupations and backgrounds.
- Effective planning and time management skills.
- Demonstrates a high degree of self-motivation and initiative; ability to work independently.
- Demonstrated strong judgment, problem-solving, conflict resolution, teamwork and leadership skills, often under circumstances that are stressful, politically and personally sensitive,
- Ability to use computer-based technology including Microsoft, internet, email, and various software applications.

A detailed job description is included with this communication.

<b><u>Area of Search</u></b>	<b><u>Closing Date</u></b>
<b>Members of the Alliance Employees' Union (AEU) Unit III</b>	8/22/2019
<b>Members of Alliance Employees' Union working for PSAC, Components and PSAC Holdings Ltd</b>	8/22/2019
<b>Members of the Union of National Employees providing PSAC membership identification number</b>	8/22/2019
<b>General Public</b>	8/22/2019

### **How to Apply**

**Email:** [bonnie.sullivan@sullivansearch.com](mailto:bonnie.sullivan@sullivansearch.com)

**Mail:** Bonnie Sullivan, Sullivan Search Partners, 1100-343 Preston Street, Suite 1100

**For Additional Information:** Please contact Bonnie Sullivan 343.291.1128

### **Please Note**

A screening board will review applications. The Board's decision will be based on the contents of the application. It will be the responsibility of the applicant to provide evidence of demonstrated ability by providing necessary information and documents with the application. Only those candidates who are selected for an interview will be contacted.

*The Union of National Employees- PSAC is committed to employment equity and is actively seeking to ensure a representative workforce. Applications are encouraged from equity groups including Women, Aboriginal Peoples, Racially Visible Members, Persons with Disabilities, and Gay, Lesbian, Bisexual and Transgender persons.*

*The Union of National Employees Office environment is "smoke free" and "scent free".*