



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

Position Title	National Administrative Services Assistant 2 Term Positions Available (1 year each)
Employment Type	Term (2)
Classification	Band 6 (Under Review)
Language	Bilingual Imperative (English and French)
Salary	Currently \$61,636 - \$69,370 + \$1,360 Bilingual Bonus
Group	Alliance Employees' Union, Unit III
Location	Union of National Employees 150 Isabella Street, 9 th Floor Ottawa, ON K1S 1V7

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.

Purpose of Position

Under the direction of the Director of Finance & Administration, this position provides a broad range of administrative services that support the operational and political responsibilities of the Union of National Employees.

Statement of Responsibilities

The position is responsible for administrative services in support of member representation and collective bargaining services by:

- Opening grievance and complaint files and updating the database. Analyzing grievance files and staffing complaints, researching to identify and gather missing information and forwarding to the assigned representative.
- Administering the call-out process for bargaining proposals, receiving and reviewing proposals to ensure validity, formatting final documents for submission to delegated bodies and updating the database. Attending and recording minutes for the UNE Collective Bargaining Committee meetings. Monitoring the PSAC collective bargaining schedule for the UNE employer groups.

The position is responsible for administrative and logistical support and services to Convention, Conferences, seminars and meetings by:

- Formatting and proofreading documentation, verifying applications and recording in the database. Preparing delegate packages and reports and coordinating special needs equipment, assisting with on-site registration and ensuring event materials are packaged and returned at the end of the event. Liaising with members, suppliers, National Executive and UNE staff.
- Drafting and maintaining minutes for the National Conference Steering Committee, as required.
- Drafting and formatting convention committee reports.
- Liaising with PSAC Regional Offices to coordinate the participation of the UNE delegates and observers to PSAC Regional Conventions and identify UNE logistical requirements.

The position is responsible for administrative and logistical support and services to the Component, Local Executives, consultation and standing committees by:

- Receiving, reviewing, editing, formatting and updating Local Bylaws, identifying discrepancies and maintaining Local bylaws in the database. Providing guidance to local and regional teams for compliance with Local Standing Bylaws and responding to Local bylaw enquiries. Preparing correspondence to submitting Local and referrals to Committee and preparing final bylaw documents for distribution and posting.
- Providing support to the NLMCC including sending call-outs to members for consultation committee appointments, receiving and verifying applications, preparing appointment letters, maintaining updated records and responding to inquiries. Sending call-outs to members for agenda items, providing administrative support, attending and recording minutes of pre and post NLMCC and attending NLMCC as required to take notes.
- Liaising with Local Executives to maintain updated database records of Local Executives and preparing mailing labels, as required.
- Attending and recording minutes of various Standing Committees, updating and distributing meeting documents, preparing Committee reports and appendices and following up on actions originating from the meetings.
- Providing administrative and reception services to the overall organization including but not limited to, greeting and directing visitors, answering phone calls, emails and general questions ensuring the accuracy and respecting the confidentiality of the information provided or received. Processing incoming and outgoing mail and ensuring accurate distribution, preparing, formatting and photocopying letters, charts and reports and arranging for translation. Coordinating conference calls and boardroom bookings and maintaining office supplies and equipment.
- Maintaining computer and print subject files, saving and maintaining documents on shared drives, scanning, filing and retrieving records in the document management system and reviewing record retention status.
- Maintaining the UNE general email box by reviewing enquiries, researching, replying and/or redirecting to appropriate bodies as required.

Qualifications

- Successful completion of post-secondary education in Administration or an equivalent combination of training and experience relative to the responsibilities of the position.
- Strong organization, administrative, secretarial and meeting planning skills combined with a minimum of two years' experience working in an administrative role.

- Understanding and demonstrated commitment to union principles and social justice.
- Strong English and French communication skills both orally and in writing; proficiency in spelling, vocabulary and in the application and usage of French and English grammar.
- Strong computer skills including the Microsoft Office Suite, Windows, word processing, spreadsheet, email and database software.
- Strong time management skills to deal effectively with multiple tasks, changing priorities, meet strict deadlines and fulfilling obligations while remaining focused during interruptions and distractions.
- Ability to work independently and cooperatively with others in a team environment.
- High degree of confidentiality, self-motivation, initiative, good judgment, adaptability, problem-solving and reliability, coupled with strong attention to detail and organizational and customer service skills.
- Knowledge of the political and operational structure of a union organization would be considered an asset.

A detailed job description is included with this communication.

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

How to Apply

Email: 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".