



Labour Relations Officer (LRO) – 12-month term

USJE is seeking to hire a **term Labour Relations Officer**, for a period of 12 months (with opportunity for extension). While there is opportunity for extension, all candidates are expected to know and understand that this is a Term position.

The Position will be **Bilingual Imperative (English/French)**, based at USJE National Office, with flexible remote arrangements. Please note that only applications from individuals residing in Canada will be considered.

Invitation to apply in this competitive process is being made to:

- employees of USJE
- members of the Alliance Employees Union (AEU)
- employees of the PSAC and its Components (relocation costs will be the responsibility of the candidate).
- USJE members in good standing across Canada (relocation costs will be the responsibility of the candidate).
- The general public (relocation costs will be the responsibility of the candidate)

THE LOCATION

USJE National Headquarters, Ottawa, Ontario – *Hybrid work standard, fully remote work possible*

THE POSITION

Reporting to the Director of Labour Relations, the Labour Relations Officer (LRO) provides labour relations representation and advice to Regional Vice Presidents and members on matters of individual and collective representation. Major responsibilities of this position include (but are not limited to):

- advising members, groups of members and elected officials on matters pertaining to federal and provincial legislation, collective agreements, policies, and guidelines.
- advising and representing members in formal and informal labour relations issues in various forums;
- negotiating agreements and settlements on behalf of individual members, or groups of members on a full range of labour relations matters;
- analyzing and researching jurisprudence, applicable legislation, employer policies and collective agreements;
- conducting appropriate research and preparing all relevant documentation and individuals for formal proceedings on assigned labour relations cases;
- providing advice and assistance to members and stewards who represent USJE on various formal committees; and

- preparing educational materials, conducting, or assisting in training sessions.

There may be a requirement for some travel.

LANGUAGE REQUIREMENTS

- **Bilingual imperative (French/English – written & spoken)**

SALARY

Band 11 - \$106,628 to \$120,010 plus \$1,404 bilingualism bonus. (Expired April 30, 2024)
Salary dependent upon qualifications. Conditions and benefits, including pay rates, as negotiated between the Union of Safety and Justice Employees and the Alliance Employees Union (AEU) will apply.

THE CANDIDATE

The successful candidate will have a university degree in law, labour relations or a related discipline, with three years of recent, progressive and related experience in labour relations, or an equivalent combination of education and experience.

The incumbent will possess:

- a thorough knowledge of the authorities governing employer/employee relations in the Federal Public Service of Canada;
- a thorough knowledge of the legal framework affecting work and unions;
- strong representational and advocacy skills;
- a demonstrated ability and experience in representing members at grievances and adjudication/arbitration hearings as well as union management consultation meetings;
- a profound knowledge of job description and labour relations grievances.

In addition, the LRO has experience in handling complaints, grievances, and in interpreting collective agreements. The LRO will have the ability to advise members on their employment rights; to conduct interviews, meetings, and information sessions and prepare reports and correspondence.

APPLICATIONS

Applications complete with curriculum vitae, should be submitted by **4:00pm EST, Friday, August 16, 2024**, addressed to: Melanie Crescenzi, Director of Labour Relations, Union of Safety & Justice Employees, Suite 1004, 233 Gilmour Street Ottawa, Ontario K2P 0P2 or by email at: USJEJobs-emploisSESJ@psac-afpc.com

Please note that expenses incurred by applicants in attending any and all interviews and/or tests shall be the sole responsibility of the applicant. Only applicants selected for an interview will be contacted.