



Senior HR Advisor - Indeterminate

Band 12 (\$122,016 to \$137,330) plus \$1,500 Bilingual Allowance - (expired: April 30, 2024)

The Opportunity

The Union of National Employees is seeking expressions of interest and applications for the position of **Senior HR Advisor**. Reporting to the Senior Director of Operations, this designated bilingual role serves as the organization's strategic HR advisor. The successful candidate will provide expert guidance and leadership in the development, implementation, interpretation, and administration of Human Resources and internal employee relations programs, policies, and practices.

Key Responsibilities

- Act as the primary Human Resources advisor to the National President and management team on complex HR and internal employee relations matters.
- Provide strategic guidance on workforce planning, organizational effectiveness, succession planning, and change management.
- Interpret employment legislation and internal policies to provide actionable recommendations to management.
- Support internal dispute management, workplace reviews, and advise on internal staff processes.
- Oversee core internal HR functions including recruitment, staffing, onboarding, performance management, training, Occupational Health and Safety, and benefits administration.
- Serve as the organization's Privacy Officer, advising on the management and protection of personal information.

Key Qualifications & Requirements

- A university degree in Human Resources Management, Industrial Relations, Business Administration, or a related field. A Master's degree in HR or a related field, or a professional HR designation (CPHR, CHRP, CHRL) is considered a strong asset.
- A minimum of 2–3 years of experience in an HR role, ideally within a unionized environment.
- HR generalist background with technical expertise in areas such as recruitment, organizational development, group benefits, and internal conflict resolution.

- Advanced knowledge of federal and provincial employment legislation, human rights, and internal policy administration.
- Advanced proficiency in both official languages (English and French).
- Exceptional judgment, integrity, and the proven ability to manage highly sensitive, confidential, and personal staff information with complete discretion.

How to Apply

Interested candidates are invited to submit an updated CV along with a cover letter outlining how they meet each of the criteria and qualifications of the position.

Please confirm in your email if you are applying from one of the following categories:

- Internal (current UNE employee)
- AEU member
- UNE member
- General Public

Submissions must be sent directly to **Dominic Lavoie** at Dominic.Lavoie@une-sen.org.

Closing Date: Wednesday, June 24, 2026 at 4 p.m.