



UNION OF NATIONAL EMPLOYEES (UNE) – PSAC Employment Opportunity

COMMITTED TO EQUALITY IN THE WORKPLACE

Competition Start Date: February 28, 2025

Selection Process:	RECR-2025-01-NLRO
Position Title:	National Labour Relation Officer
Employment Type:	Several Indeterminate (permanent) positions Several term (temporary) positions (1 year with possibility of extension)
Classification:	Band 11
Language:	Bilingual Essential
Salary:	\$112,260 to \$126,350 plus \$1,500 Bilingual Allowance (expired: April 30, 2024)
Group:	AEU, Unit III
Location:	Union of National Employees (UNE) – PSAC 150 Isabella Street, 9th Floor Ottawa, Ontario K1S 1V7
Search Area:	Internal; AEU membership; UNE membership; General Public
Closing Date:	March 14th, 2025, at 4 p.m. (EST) – deadline extended

Join the UNE Family – Where Dedicated Service and Passion Converge

Step into a role where every effort counts, and every contribution is celebrated. At the Union of National Employees (UNE), our diverse community is powered by committed and dedicated employees who provide exceptional service to our 27,000 members across 73 dynamic workplaces. Together, we champion workers' rights, human rights, and social justice with unwavering passion.

Since 1967, UNE has stood as a beacon for empowering voices and embracing unique perspectives across public, private, and non-profit sectors. We believe that our strength lies in our diversity, and we foster an inclusive environment where every idea is valued and every individual can thrive.



By joining our team, you'll enjoy:

- **Generous Time Off:** Kickstart your journey with three weeks' vacation, plus extra paid leave to support your wellness.
- **Flexible Work Arrangements:** Experience a dynamic hybrid model with a minimum of two days per week **at our office in Ottawa or at another location determined by the UNE (if you do not reside in the National Capital Region).**
- **Outstanding Benefits:** Benefit from competitive group plans—including Health, Dental, Life, and Disability Insurance—fully paid by UNE.
- **Financial Security:** Secure your future with our Defined Benefit Pension Plan featuring balanced (50/50) contributions.
- **Continuous Growth:** Receive robust support for professional development and a wellness allowance of \$1,600 per year.

If you're driven by a commitment to service and ready to contribute to a legacy of positive change, UNE is the perfect place for you. Join us and be part of a team that makes a real difference in the lives of 27,000 members and beyond.

Discover your next career chapter with UNE – where your passion meets purpose!

Learn more about the [UNE's Mission, Vision and Values](#).

PURPOSE OF POSITION

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 union members, the NLRO will:
- Provide technical advice, recommendations, and representation on multi-jurisdictional labour relations matters.
- Research, analyze, and interpret collective agreements, legislation, and employer policies.
- Support members in grievance procedures, mediation, adjudication, and alternative dispute resolution processes.
- Negotiate settlements, agreements, and memoranda with senior officials.
- Participate in union-management committees, bargaining conferences, and workplace policy discussions.
- Develop and deliver training sessions and workshops on labour relations topics.
- Maintain confidentiality of sensitive member information and ensure compliance with privacy regulations.

QUALIFICATIONS:

Education and Experience:

- 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.
- Minimum of five (5) years of experience in grievance or adjudication processes, or equivalent relevant experience.
- Experience working in a political or union environment.

Knowledge & Skills:

- Knowledge of broader Labour movement and social justice issues.
- Knowledge of the political and operational structures of the UNE and PSAC.
- Knowledge of Alternate Dispute Resolution (ADR) principles.
- Knowledge of Adult Education or popular education principles.



Abilities:

- Ability to research, analyze, explain and interpret collective agreements, employment legislation, jurisprudence and employer policies and directives in order to successfully analyze complex situations to develop and recommend appropriate solutions.
- Ability to problem-solve complex issues.
- Ability to manage multiple priorities in a fast-paced environment.
- Ability to resolve conflicts while maintaining an effective relationship with the parties involved.
- Ability to work independently
- Ability to work collaboratively.
- Strong ability to communicate orally and in writing effectively in English and French
- Proficiency in Microsoft Office and other workplace technology tools.
- Willingness to travel for meetings, hearings, and conferences.

Personal Suitabilities

- Strong Judgement
- Attention to details
- Leadership
- Interpersonal Skills
- Initiative

Other:

- Demonstrated Commitment to union principles and advocacy.
- Demonstrated commitment to progressive social justice principles.



Important Information About the Submission of Applications

- 1) The applicant must submit a letter of intent explaining how they meet the qualifications and a copy of an updated résumé.
- 2) Applicants must clearly indicate, in their letter or résumé, their linguistic proficiency in their second official language using one of the following: no knowledge, beginner, intermediate or advanced.
- 3) Please confirm in your email if you are applying from one of the following categories: Internal (current UNE employee); AEU membership; UNE membership; General Public.
- 4) All applications must be submitted by email to the following email address: staffing@thedelfigroup.com. **Please specify “RECR-2025-01-NLRO Indeterminate” or “RECR-2025-01-NLRO Term” in the subject line when submitting your application.** Failure to do so may result in your application not being properly considered for the position.
- 5) Application will be accepted until the end of business on **March 14th, 2025** (4 p.m. Eastern).
- 6) Please advise if you require any accommodation measures as part of this selection process.

NOTES

A detailed position description is included in this communication.

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 building an inclusive workplace where diversity of thought – and of people – are recognized, valued and considered essential to achieving our goals, including ensuring workforce representative of our membership. We thrive to create a work environment that is welcoming to everyone and encourage applications from equity seeking groups including Women, Indigenous workers, Black workers, Racialized workers, workers with disabilities, and workers from the two-Spirit, lesbian, gay, bisexual, trans, queer and intersex community (2SLGBTQI+).

The Union of National Employees – PSAC’s office environment is “smoke-free” and “scent free.”