

# THE Accent

Prince Edward Island Union of Public Sector Employees

## Job Opportunity Temporary Labour Relations Officer

### Temporary Labour Relations Officer (commencing immediately until September 12, 2014)

The 5000 member union with its head office in Charlottetown, PEI is seeking to fill the position of Temporary Labour Relations Officer. The position requires regular interaction with members on the administration of various collective agreements entered into on behalf of the Union's members. Work is performed in cooperation with staff. Work is to be carried out under the general direction of the President.

#### Duties include but are not limited to:

- Assisting Stewards and members with the administration of contracts including processing grievances, disputes and other problems in relation to employment;
- Advising members on the preparation of grievances and classification appeals;
- Interviewing members with complaints to ensure the issue is a grievable matter;
- Filing grievances through the designated levels and reviewing progress to advise members on status of grievance;
- Provide information to members and Human Resources departments with regard to the administration and interpretation of contracts;
- Comply with all policies of the organization;
- Other related duties as directed by the President.

#### Minimum Qualifications:

- University degree or college diploma from a recognized institution in a related field supplemented by additional training in Conflict Resolution, HR practises, or Labour Law;
- Proficient use of computer applications including word processing;
- High level of written and oral communications;
- Access to reliable transportation and a valid driver's license.

Knowledge of the UPSE organization and the bargaining units that it represents, the ability to work independently with minimal supervision is required. Preference will be given to those qualified candidates who identify as members of a UPSE bargaining unit. Terms and conditions: Wages and benefits as per the collective agreement between the Union of Public Sector Employees and the Public Sector Employees Staff Union.

Please submit cover letter and resume in envelope marked CONFIDENTIAL to: UPSE Staff Relations Committee, c/o Wilma Lewis - Committee Chair, 4 Enman Crescent, Charlottetown PE C1E 1E6, email: wilmamlewis@gmail.com

**Deadline for receipt of applications is 4:00 p.m. on Wednesday, June 11, 2014**