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Prince Edward Island Union of Public Sector Employees

Job Opportunity (to create a list): Casual Labour Relations Officer and Casual Resource and Organizing Officer

OPEN ONLY TO MEMBERS IN GOOD STANDING OF A PEI UPSE BARGAINING UNIT

The 5000 member union with its head office in Charlottetown, PEI is creating a list of interested applicants to fill the position of Labour Relations Officer and Resource and Organizing Officer on a casual on-call basis not to exceed two months. 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 and Senior Staffing Officer.

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

Skills and Abilities:

- 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; or an equivalent combination of education and experience

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- proficient use of computer applications including word processing
- background and experience in organizing groups
- high level of written and oral communications
- access to reliable transportation and a valid driver's license

Knowledge of the PEI UPSE organization, the bargaining units that it represents, and the ability to work independently with minimal supervision is required. Preference will be given to those qualified candidates who identify as members of a PEI UPSE bargaining unit.

Terms and conditions:

Wages and benefits as per the collective agreement between the PEI Union of Public Sector Employees and Local 864 of the United Food and Commercial Workers Union.

Please submit cover letter and resume in envelope marked CONFIDENTIAL to:

UPSE Staff Relations Committee, Wilma Ramsay, Committee Chair
4 Enman Crescent,
Charlottetown PE C1E 1E6
e-mail: upsejobs@peiupse.ca

Deadline for applications is Tuesday August 2, 2016