



Public Service Alliance of Canada  
Alliance de la Fonction publique du Canada

# Employment Opportunity

## COMMITTED TO EQUALITY IN THE WORKPLACE

Competition Start Date: January 8, 2021

<b>Competition number:</b>	<b>2220-0014A-021</b>
<b>Position title:</b>	<b>Grievance and Adjudication Officer</b>
<b>Branch/Section:</b>	Representation and Legal Services Branch/Representation
<b>Employment type:</b>	Indeterminate
<b>Position linguistic designation:</b>	English
<b>Classification:</b>	Band 12
<b>Salary:</b>	\$97,763 - \$110,035 (expired salary) + IPA (see note)
<b>Group:</b>	CULE I
<b>Location:</b>	Yellowknife
<b>Employment Equity Designation</b>	As a result of the PSAC Workforce and Availability Analysis and in accordance with the PSAC Employment Equity Plan, preference for this position will be given to a qualified Indigenous person.

### Note:

- This position is eligible for a Yearly **Isolated Post Allowance (IPA)** for up to **\$25,498 for an incumbent with dependents and \$18,416 for an incumbent without dependents**. The allowance covers the following admissible categories: Environmental Allowance, Living Cost Differential, Fuel & Utilities Differential and Shelter Cost Differential.
- **Long irregular hours and travel are sometimes required.**
- **Previous experience working for a union is considered as an asset.**

### Purpose of Position

Under the direction of the Coordinator, Representation Section, the Grievance and Adjudication Officer is responsible for:

- Representing the PSAC and/or members before various boards or administrative tribunals and arbitrators appointed under the collective agreement as well as through mediation or similar processes;
- Providing advice and guidance to Component and PSAC officers in the interpretation and application of federal labour and human rights legislation, or of provincial and territorial labour and human rights legislation and the associated regulations;
- Providing interpretation of the collective agreement, and recommending or drafting changes;
- Providing advice, guidance and assistance in the preparation and presentation of grievances and the gathering of related evidence;
- Analyzing cases unresolved at the final level of the grievance process with a view to proceeding to adjudication or arbitration;
- Researching and preparing grievance cases to be presented at adjudication / arbitration and acts as advocate for the grievor;
- Negotiating grievance settlements with various employers to obviate the need for a formal hearing;
- Reviewing arbitration or adjudication decisions with a view to proceeding to the Federal Court or other judicial bodies on questions of law or jurisdiction;
- Assisting in the preparation of training and development courses, and participating in or conducting grievance and adjudication seminars, workshops or formal courses;
- Preparing articles or bulletins on the subject of grievances and arbitration/adjudication for the information and education of the membership;
- Performing other Branch functions as required.

### Qualifications

#### *Education and experience:*

- Knowledge and experience in the field of labour relations with progressive responsibility in the application of labour law in the interpreting of collective agreements and legal texts and in making representation before administrative tribunals or courts of law.

#### *Knowledge:*

- Knowledge of acts, regulations, policies and practices which govern the employer-employee relationship;
- Thorough knowledge and understanding of the practices and principles of the labour movement.

#### *Abilities:*

- Ability to research case law, interview witnesses from various backgrounds and impart to others the meaning and effect of the language and construction of statutes, regulations and collective agreements, and to argue cases before administrative tribunals;
- Ability to plan, organize and coordinate the preparation of various cases in a dynamic and changing work environment that requires critical analytical and logical thinking to provide solutions to problems;
- Ability to innovate and take the initiative in the process of grievance resolution;
- Ability to communicate orally and in writing at a high level in English;
- Ability to work independently with a minimum of supervision;
- Ability to understand, influence and serve the membership of a union.

*Personal Suitability:*

- Understanding and commitment to trade union, equity principles and social activism.

A detailed job description is available at: [psacunion.ca/jobs-psac](https://psacunion.ca/jobs-psac).

**Area of search – This competition is open to:**

Employees of PSAC, Components, and PSAC Holdings Ltd.	Members giving PSAC membership number	General public
<b>Closing Date: January 29, 2021 at 3:30 p.m. (Eastern time)</b>		

**How to apply**

**Internal applicants should submit their résumé online through the intranet.**

Indeterminate PSAC employees who meet all the qualifications of this position can request a transfer in accordance to the relevant collective agreement by sending a written request to the Human Resources Section on or before the closing date.

**Members of PSAC should provide their membership number in order to be considered in the membership level of the competition.**

**To apply online please visit:** [psacunion.ca/jobs-psac](https://psacunion.ca/jobs-psac). Please submit your résumé stating how your knowledge, skills and abilities relate to the qualifications of the position.

**Note**

*The Public Service Alliance of Canada is committed to achieving and maintaining a representative workforce that ensures the full participation and advancement of traditionally under-represented groups. Applications are encouraged from equity groups including women, racially visible persons, Indigenous peoples, persons with disabilities, lesbian, gay, bisexual, transgender, queer/questioning, and two-spirited (LGBTQ2+) persons.*

Accommodations are available on request for candidates taking part in all aspects of the selection process. For accommodation needs or to obtain a copy of the documents in alternate format, please email [hractionrh@psac-afpc.com](mailto:hractionrh@psac-afpc.com).

***Please note that if you are found unqualified at any step of this competition (i.e. written exam, interview and/or exercise) you will need to wait 180 calendar days from the date of Human Resources' written notification of being found unqualified before you will be screened-in to a competition for a similar position.***