



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

Employment Opportunity

COMMITTED TO EQUALITY IN THE WORKPLACE

Competition Start Date: May 11, 2021

Competition number:

2220-0014B-021

Position title:

Grievance and Adjudication Officer

Branch/Section:

Representation and Legal Services Branch/Representation

Employment type:

Indeterminate

Position linguistic designation:

English

Classification:

Band 12

Salary:

\$102,212 - \$115,043 + IPA (see note)

Group:

CULE I

Location:

This position is located in Yellowknife
Candidates from Calgary, Edmonton, Winnipeg, Vancouver or, from different cities in Canada are welcome to apply and work remotely but will need to relocate to Yellowknife when the measures of COVID-19 are lifted.

Employment Equity Designation:

The successful candidate for this appointment will be a qualified Indigenous person.

- **The Yellowknife 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 successful candidate may be entitled to a relocation allowance;**
- **Long irregular hours and travel are sometimes required.**

Purpose of Position

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

- Representing the PSAC and/or members before various boards or administrative tribunals and arbitrators as well as through mediation or similar processes;
- Providing advice and guidance to Components and PSAC officers in the interpretation and application of labour or 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;
- Analyzing cases unresolved at the final level of the grievance for adjudication or arbitration;
- Researching and preparing grievance cases and acts as advocate for the griever;
- Negotiating grievance settlements with various employers to obviate the need for a formal hearing;
- Reviewing arbitration or adjudication decisions;
- Assisting in preparing and conducting grievance and adjudication courses, seminars, and workshops;
- Preparing articles or bulletins about grievances to inform and educate the membership;
- Performing other Branch functions as required.

Qualifications

- Knowledge and experience in the field of labour relations with progressive responsibility in the application of labour law and in interpreting collective agreements;
- Knowledge of acts, regulations and practices which govern the employer-employee relationship;
- Ability to research case law, interview witnesses from various backgrounds and to argue cases;
- 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;
- Ability to take the initiative in the process of grievance resolution;
- Ability to communicate orally and in writing in English;
- Ability to work independently with a minimum of supervision;
- Understanding and commitment to trade union, equity principles and social activism.

A detailed job description is available at: 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 |
|--|---------------------------------------|----------------|
| Closing Date: May 26, 2021 at 3:30 p.m. (Eastern time) | | |

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 at the membership level.

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

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@psacafpc.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.