



Application deadline: **November 24, 2017**

Title of Position: National Union Representative (NUR) British Columbia & Yukon Regional Union Office (RUO)

Employment Type: 7-month term with the possibility of an extension

Location: Vancouver, British Columbia

Linguistic Profile: English (Bilingual preferred)

Salary: \$87,801 to \$94,911 plus \$800/year bilingual bonus

Area of Competition:

1. CEIU employees;
2. employees of the PSAC and other Components;
3. Members of COPE, Local 225;
4. Members of CEIU (including Life Members);
5. PSAC members (including Life Members);
6. The public.

NOTE:

- Please note that while applicants from other regions are welcome to apply, they would assume the cost and responsibility of relocation if they were successful in this process.
- In keeping with the Collective Agreement between CEIU and COPE, Local 225, preference shall first be given to qualified applicants who are employees of the CEIU, followed by employees of the PSAC and its Components, followed by members of the bargaining unit who do not work for CEIU, followed by members of CEIU

Employment Equity:

The CEIU as an Employment Equity employer encourages applications from equity group members. CEIU is committed to the hiring of qualified candidates from the following equity groups as defined by CEIU/COPE: women, racially visible, First Nations, Métis, Inuit, persons with disabilities, gays, lesbians, bisexual and transgendered persons.

Purpose of the Position:

As part of the team in the British Columbia & Yukon Regional Union Office (RUO) located in Vancouver, the National Union Representative's function is to serve the membership by providing expertise in the grievance, complaint and mediation process; to train locals on the first level of representation; and to organize and participate in initiatives that promote the rights of workers.

Key Duties*:

Reporting to the National Executive Vice-President, the successful candidate will be responsible for:

- Organizing Locals by promoting and encouraging them to solve their own workplace concerns and to participate in union as well as political activities, and to build coalitions;
- Representing members on: appeals, second and third level grievances, complaints and at mediation sessions;
- Providing technical interpretations, assistance, and advice to Local Officers and members on a daily basis;
- Preparing bulletins regarding policies, legislation, and procedures for distribution to the Locals;
- Developing and conducting training courses for Local Officers and members, and utilizing the member-instructor program;
- Promoting the advancement and equality of all equity groups;
- Visiting Locals and attending Local meetings as requested;
- Organizing various regional meetings, conferences, seminars, etc., and attending upon request;
- travelling to Locals and Conferences, as needed;
- Responding orally and in writing to enquiries on a national basis;
- Other duties as required.

** This position's job description is currently under review*

Qualifications:

- Ability to communicate effectively verbally and in writing in English including the ability to relay information in a clear/concise and the demonstrated ability to speak effectively at public and union meetings (bilingualism is an asset);
- Experience with the grievance, complaint process couples with practical exposure to labour relations;
- Thorough knowledge of collective agreements and legislation affecting federal public service employees; knowledgeable about the organization and functions of the Human Resources Development Department, Citizenship & Immigration, and the Immigration Refugee Board;

- Thorough knowledge of the organization, functions, Constitution and By-laws of the PSAC and CEIU, with a good understanding of the role and functions of the Canadian labour movement in general, knowledge of PSAC and CEIU policies, with particular strength in equity issues;
- Active involvement in union, community or social action groups, with a strong belief in the principle of “direct” action;
- Knowledge and understanding of the issues that are of relevance to all equity group members;
- Ability to work with and maintain harmonious relationship with members, elected officers and staff members;
- Excellent time management skills; including planning, prioritizing and multi-tasking in order to meet multiple deadlines;
- Strong interpersonal skills with the ability to work courteously and cooperatively with management, members and other stakeholders;
- Ability to maintain a high level of confidentiality and exercises sound judgement and tact;
- Ability to work in a stressful environment that may require working extended hours and week-ends;
- Ability to work independently, be self-motivated, take initiative as required and as part of a team;
- Demonstrated ability to organize and represent workers;
- Demonstrated commitment to union principles and equality principles;
- Clear understanding and ability to respect the separation of duties and obligations with respect to the role of staff members versus that of elected officers;
- Advanced knowledge of software programs (including MS Office Suite) in order to set up letters, reports, presentations, etc. including the ability to adapt to software technology.

Applications:

Applicants should send a cover letter (no more than 2 pages) and their resume (no more than 3 pages) detailing how their work experience and qualifications relate to this position as this will provide the basis for interview selection.

We thank all interested candidates however only those selected for an interview will be contacted.

Please send your resume to the contact indicated below by **November 24, 2017:**

Anabela Tavares Mertikas, CHRL
HR Manager

E-mail: tavarea@ceiu-seic.ca
Fax: 613-288-0388