



**Customs and Immigration Union
a Component of the Public Service Alliance of Canada
Employment Opportunity – Permanent position
Labour Relations Officer - Bilingual (Band 11)**

This is a second posting for the named-above position.

The Customs and Immigration Union (CIU) is seeking to hire a full-time bilingual Labour Relations Officer with extensive experience to be staffed on a full-time indeterminate basis. Priority for this opportunity shall be accorded as follows: Employees of CIU; Members of the Alliance Employees Union (AEU); other PSAC Unionized employees; Members of CIU; Members of the Public Service Alliance of Canada; Members of the general public. Please note that only applications from individuals residing in Canada will be considered.

CIU is committed to employment equity and seeks to ensure a representative workforce. We encourage applications from members of equity groups (women, racialized people, Aboriginal people, people with disabilities and members of the LGBTQ2+ community).

LOCATION: CIU National Office, Ottawa, Ontario (Note: **In order to follow the advice of health authorities, CIU staff are currently working from home until further notice**)

DUTIES: Under the general direction of the Office Director, the successful candidate will assume responsibility for specified aspects of one or more of CIU's Labour Relations Officer portfolios by:

- Providing guidance and advice on all aspects of the public service grievance process and staffing complaint process, including interpretation and application of collective agreements, public service legislation and related regulations and procedures;
- Developing and presenting the union's arguments either at the final-level grievance process to the Agency's representative or before the Federal Public Sector Labour Relations Employment Board;
- Preparing and forwarding grievance files for arbitration hearings;
- Providing technical advice and guidance to elected union officers, members, and co-workers in the carrying out of CIU activities.

QUALIFICATIONS:

Education

- Post-secondary graduate in labour relations, political science, social sciences, law, legislative studies or a related discipline, or an equivalent combination of education and experience with a minimum of five (5) years' experience in grievance, adjudication and ADR processes, or equivalent relevant experience.

Experience

- Extensive experience of at least 3 years within the last 5 years in representing a complainant in a grievance procedure or before administrative tribunals.
- Experience in problem solving and conflict resolution.

Knowledge

- Knowledge of the broader labour movement
- Knowledge of the structure of the Canadian Border Services Agency and the Acts, Regulations, Legislation, directives, policies and procedures that govern the employment and working conditions of CIU members.
- Knowledge of the political and operational structures of the CIU and PSAC.
- Basic knowledge of Alternate Dispute Resolution (ADR).

Abilities

- Ability to research, analyze, explain and interpret collective agreements, employment legislation, jurisprudence and employer policies and directives in order to successfully analyze complex situations to develop and recommend appropriate solutions.
- Strong ability to work independently
- Strong ability to work in a team.
- Ability to use current computer-based technology including MS Office, internet, email and various software applications.
- Ability to communicate orally and in writing effectively in both official languages, including representing CIU members in grievances or complaints.
- Strong ability to adapt to changes and changing priorities.
- Ability to meet deadlines.

Personal Suitabilities

- Excellent judgment
- Excellent attention to detail
- Initiative
- Interpersonal skills
- Leadership
- Commitment to union principles and social justice issues

SALARY: \$100,496 to \$114,138 plus \$1,500 bilingual bonus per year.

Terms and conditions of employment apply as negotiated between CIU and the Alliance Employees Union (AEU), Unit 15.

All applications will be reviewed by a Screening Board. The Board's determination for a written test or personal interview will be based on the contents of the application. It will be the responsibility of applicants to include evidence of demonstrated required qualifications when applying. No travel expenses will be reimbursed by CIU.

IMPORTANT INFORMATION REGARDING THE SUBMISSION OF APPLICATIONS AND THE STAFFING PROCESS

1. The applicant must submit a letter of intent explaining how he or she meets the qualifications and an updated resume.
2. Applicants must clearly indicate, in their letter or résumé, their linguistic proficiency in their second official language using one of the following: no knowledge, beginner, intermediate or advanced.
3. Please indicate in your letter of intent whether you are a member of the PSAC and, if so, to which Component or DCL you belong.
4. Due to the pandemic, we are unable to receive paper applications. Therefore, all applications must be submitted by email to Gabriel Bergeron at the following email address: staffing@adrs.ca. **Please specify "CIU - Indeterminate Labour Relations Officer" when submitting your application.**
5. Applications will be received until close of business on **August 13, 2021** (5:00 p.m. EDT).
6. The CIU follows the advice of the health authorities. Therefore, some or all the steps in the process will be conducted virtually. Among other things, the interviews will be conducted using the Zoom platform.

Customs and Immigration Union
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