

**Position Title: Bilingual Labour Relations Officer**

**Term: To be discussed**

**Supervisor: Director of Labour Relations**

**Language abilities:** demonstrated ability to work in both official languages of Canada, according to the level "C" standard of the Public Service in the areas of comprehension, writing and speaking.

**Summary of Duties:**

1. Carries out the representation of members in formal redress procedures (including grievances, complaints, appeals of various types) by gathering information; by carrying out relevant research; by preparing arguments; by drafting the wording for formal notices; by consulting with outside legal counsel, when required; by drafting presentations to be made to either an Employer or before a Board; by presenting cases and advising members on options available to them;
2. Advocates informally on behalf of members, by gathering information, by carrying out relevant research; by preparing arguments; by communicating information to management representatives, and by gathering information from management representatives; by consulting with outside legal counsel by advising members on options available to them;
3. Supports members involved in harassment investigations by preparing allegations or responses to allegations; by accompanying members to investigation meetings and/or mediation; by keeping a record of proceedings in writing; by consulting with outside legal counsel; by advising members on options available;
4. Provides information to members and advises members on all matters related to conditions of work, entitlements and rights in the work place; provides information about CAPE; provides interpretation to the members of rights and entitlements under various authorities, including the appropriate collective agreement, Employer policies, NJC policies, Part II of the *Canada Labour Code*, the *Canadian Human Rights Act*; makes contributions to the *CAPE Professional Dialogues*, the *Annual Report*, the *Monthly Report*, pamphlets and other publications of special interest;

5. Works as a member of an integrated team of professionals on Association matters, including policy advice and the provision of information to the Director for the NEC;
6. Reviews management proposals to exclude positions from the bargaining unit on the basis of managerial and confidential responsibilities;
3. Reviews new or amended employer and departmental proposals on policies and/or programs; analyses the potential impact of those proposals for CAPE members; and as a member of an integrated team of professionals develops and presents CAPE's responses to those proposals.
4. Keeps abreast of changes in the federal Public Service and of general trends in labour relations;
5. Represents CAPE at Departmental Labour-Management meetings. Represents CAPE at inter-union fora, and at meetings with the employers of CAPE members.
6. Provides organizational support (often in a pro-active manner) to union locals, executives and stewards, which could include chairing local Annual General Meetings.
7. Develops, delivers and updates, training programs and material to CAPE members, executives and stewards.

**Statement of Qualifications:**

The work requires:

- C. experience in the administration of collective agreement rights and entitlements and/or in the preparation of collective bargaining positions, preferably within the federal jurisdiction;
- D. Experience of advocacy and consultation on labour relations and employment matters;
- E. a sound working knowledge of labour relations and employment terminology in both French and English;
- F. knowledge, applicable to labour relations of methods and techniques of research, as well as knowledge of relevant research tools;
- G. knowledge of word processing, and of the use of Internet search tools;
- H. judgement to set work priorities, to anticipate needs and to organize work in order to meet deadlines;
- I. Ability to work collegially as the member of a team of professionals;
- J. Interpersonal communication skills including writing and listening skills, in order to communicate tactfully, respectfully and effectively with various interlocutors including members of the Association, employees of the National office of the Association, elected officials of the Association, legal counsel of the Association, representatives of other unions, and representatives of the various employers of CAPE members; the bilingual labour relations officer is required to communicate in both English and French.

Posting Period: from August 28 to September 22, 2006

06/02/ART/LRO

The position is a bargaining unit position of which the terms and conditions of employment are defined in the ESU collective agreement.

Salary range:           Level 5:           \$72,996. to \$90,092.

Bilingualism bonus:       \$800.00

Benefits:                   according to the ESU collective agreement, including pension provisions, health and life insurance plans, and a medical and dental plan .