



Labour Relation Officer

Competition #: 2022-14

Posting date: December 9, 2022

Closing date: January 8, 2023

Duration: 2 Indeterminate & 1 determinate

Classification level: 5

Salary: \$99,190 – \$122,419 (under review)

Number of positions: 3

Language requirements: Bilingual

Status: Unionized

Position Summary

The Labour Relations Officer provides advice, assistance, information and representation to CAPE members on all matters relating to labour relations, conditions of employment and other related matters in the federal public service and at the Library of Parliament; represents CAPE at Departmental Labour-Management meetings; delivers training modules for CAPE members, stewards and Local officers; contributes to CAPE's publications and internal reports; provides organizational support to union locals, executives and stewards.

Requirements

Education and experience

- University degree or equivalent in a related field
- Four to seven years of experience in the administration of collective agreement rights and entitlements and/or in the preparation of collective bargaining positions, preferably within the federal jurisdiction

Note: Equivalent combinations of education and/or experience are considered.

Key responsibilities

- Represents members in formal redress by gathering information, carrying out relevant research, preparing arguments, drafting the wording for formal recourse documents, consulting with outside legal counsel, drafting presentations to be made to either an Employer or before an administrative tribunal, presenting cases, and advising members on options available to them
- Provides advice, assistance, information, and representation to members on all matters related to conditions of work, entitlements, and rights in the workplace
- Represents CAPE at Departmental Labour-Management meetings, at inter-union forums, and at meetings with the employer of CAPE members
- Keeps abreast of changes in the federal public service and of general trends in labour relations
- Interpersonal skills, as well as skills in writing, presenting, and public speaking, are required to communicate tactfully, respectfully, and effectively with various interlocutors, to provide advice pertaining to the rights and entitlements of members, and to train them
- Trains members, provides support to new staff on relevant subject matter and on office procedures, and assists in the research and writing of training materials

Other skills and abilities

- Significant knowledge of labour laws, jurisprudence, rules of evidence, and union principles
- Significant knowledge of changing principles of Labour Relations

Condition of employment

- Must meet the language requirement of the position

Additional Information

- A variety of assessment tools may be used to assess candidates.
- The Canadian Association of Professional Employees is committed to having a skilled, diversified workforce reflective of Canadian society. Applications are invited from all qualified candidates.
- The Canadian Association of Professional Employees is committed to developing inclusive, barrier-free selection processes and work environment. Alternative selection tool methods and/or reasonable accommodation are available upon request.
- Candidates are entitled to participate in the selection process in the official language of their choice.

Applications

Please provide your CV accompanied by a cover letter to: dotation-staffing@acep-cape.ca

