



**NSGEU STAFF VACANCY
EMPLOYEE RELATIONS OFFICER
2 POSITIONS
Dartmouth, NS**

COMPETITION #2021-10

DUTIES: Independently investigate member complaints and determine the proper application of collective agreements; independently prepare and present grievances at all levels of the grievance procedure; provide advice to members on contractual and other employment related matters; handle a large volume of written and oral inquiries; assist in organizing campaigns. Incumbent may be required to act as Chief Negotiator of a number of collective agreements. Responsibility to interact directly with NSGEU members in a variety of employment-related situations.

QUALIFICATIONS: Extensive recent experience in independently investigating labour-related complaints and following those issues through designated processes to conclusion. Demonstrated leadership, organizational, advocacy, investigative, interpretative and communications skills; demonstrated ability to operate with a high degree of independence in a sometimes difficult high stress environment; demonstrated ability to analyse complex problems, manage caseloads, maintain deadlines and deal with conflicting work demands; extensive experience and proficiency in the preparation and presentation of grievances; ability to prepare concise reports, contract documentation and correspondence; requires excellent oral and written communication skills; excellent interpersonal skills and experience in mediation and negotiation; well-developed investigative and interpretative skills. The successful candidate must have a working knowledge of labour law and practices and must be able to deal with people in a variety of stressful situations. The successful candidate should have the ability to understand and apply legal advice.

Experience conducting hearings and / or acting as a chief negotiator in collective bargaining are considered assets. Experience in the trade union movement and knowledge of trade union history and public sector unionism are considered assets.

About the Position: This is a senior staff position in our organization. This is a demanding job and involves significant contact with NSGEU members and various employers. Some evening and weekend work as well as travel will be required. Servicing Staff are required as a condition of employment to provide a suitable vehicle to use daily in the performance of their duties.

Pay Level: \$83,018 - \$99,550 (depending on qualifications and experience)

CLOSING: Please submit your cover letter and resume (merged into one document and identifying the competition number) outlining your qualifications, skills and experience to: NSGEU, Mr. Shawn Fuller, Executive Director, 255 John Savage Avenue, Dartmouth NS B3B 0J3 or e-mail to jobs@nsgeu.ca or via facsimile at 428-0190 **no later than 12:00 noon on Tuesday, August 10, 2021.**