



LABOUR RELATIONS AND RESEARCH OFFICER POSITION(S) AVAILABLE
(Ottawa)

The Association of Justice Counsel is the bargaining agent for over 2,600 lawyers who work for the Government of Canada, including counsel with the Department of Justice, Public Prosecution Service of Canada, and numerous federal agencies. The elected branch of the AJC is made up of lawyers from across the country who sit on the Executive Committee and Governing Council. The AJC also has an administrative staff that is headquartered in Ottawa. For more information, please visit www.ajc-ajj.net.

The AJC is looking for a labour relations officer and a research officer to support its team. The AJC welcomes candidates wishing to apply for either or both positions on a part-time or full-time basis.

THE SUCCESSFUL CANDIDATE

- works well in a team setting and has strong interpersonal skills.
- is proficient in MS Office suite, specifically MS Outlook, and Word.
- is fluent in English and French at least for the Labour Relations Officer position Bilingualism is an asset for the Research Officer position.

Labour Relations Officer responsibilities include the following:

- Under the general supervision of the General Counsel, you will provide members with first line advice and interpretation of the collective agreement.
- You will conduct research as required and represent members both informally and in formal redress procedures before employer officials, including grievances, complaints and mediation.
- You will attend disciplinary meetings, as required.
- You will represent the AJC at certain labour-management meetings and participate in activities that tie into AJC's representation services generally, including reporting activities.
- You will provide research support to the AJC in areas related to collective bargaining and compensation.

EDUCATION/EXPERIENCE

- You have a degree in human resources or industrial relations or equivalent.
- You have experience in labour relations with demonstrated advocacy skills and history of representing members. Experience with the federal public service is viewed as an asset.
- You have knowledge of labour and related legislation (e.g. *Federal Public Service Labour Relations Act*) and legislative changes, case law, collective agreement language, grievance/arbitration procedures and practices.

- You have a sound understanding of a union’s duty of fair representation.
- You have knowledge about modified work and accommodation obligations.

Research Officer responsibilities include the following:

- Under the general direction of the Chair of the Negotiations Committee, you conduct assigned research projects.
- You will conduct research related to compensation practices, job evaluation, conditions of employment, and professional issues and present analyses and reports to designated stakeholders.
- You will become a resource person for other similar collective agreements, including those of other federal employees and relevant provincial employees
- You will be participating in collective bargaining and issue surveys and present survey findings to designated stakeholders.
- You will assist in the preparation of pay proposals and advise negotiators and bargaining teams on the impact.
- You will develop supportive research to substantiate Public Relations/Communications/ Government Relations programs and may be asked to interact with governmental and parliamentary bodies and parties.
- You may participate in and represent the AJC in conferences/fora dealing with labour relations, compensation, and public policy as well as on inter-union, inter-organizational, and/or Parliamentary Committees.
- You will research and prepare documentation on jurisprudence and arguments to defend individual and collective rights and policy issues.
- You will track, research, and analyze policy developments, developments in stakeholder organizations, and current events.
- You will act as a staff resource to AJC Committees.
- You will contribute to corporate knowledge and communications by preparing presentations and articles for publications in AJC’s newsletters/communiqués and Website.
- You will participate in multi-disciplinary teams assigned to special projects.
- You may be requested to undertake other related duties on a periodic basis.

EDUCATION/EXPERIENCE

As Research Officer, you require:

- A thorough knowledge of the authorities governing employer/employee relations in the federal public service of Canada and other jurisdiction in which AJC members are employed.
- A good knowledge of public affairs and policy development in the context of the government of Canada.

- Good knowledge and understanding of benefits, compensation practices, job evaluation systems, and their implementation in both private and public sectors.
- Ability to conduct research projects, utilizing standard research methods including survey design, statistical analysis, and literature review in the investigation of public sector labour relations and policy issues.
- Ability to analyze and evaluate compensation and benefits data using standard statistical techniques and to prepare and present interpretation of such in negotiations and before third parties.
- Ability to analyze and evaluate legislation, regulatory documents, and policy statements; and to research and develop supporting materials for AJC initiatives.
- Ability to effectively communicate, orally and in writing, and to prepare briefs, reports, and correspondence on a wide range of subjects related to labour relations, policy and professional issues.
- Ability to adapt to a changing work environment.
- Computer skills and experience with word processing and communication tools and SPSS.

The above knowledge, skills, and abilities are typically obtained through completion of a university degree or equivalent in industrial relations, public administration, economics, or a related discipline, and three to five years' experience in research, compensation, and labour relations issues, or an equivalent combination of education and experience.

LOCATION: Ottawa

JOB TYPE: Full time or Part time candidates will be considered

MANDATORY LANGUAGE REQUIREMENT: Bilingual (English/French)

SALARY/BENEFITS: Competitive Salary and Benefits, including RRSP Contributions (subject to eligibility requirements)

START DATE: Immediate

APPLICATIONS

Please submit your résumé with a cover letter, including your salary expectations to:

Association of Justice Counsel
 Attn: Diana Rodrigues, Office Manager
 300-2725 promenade Queensview Drive
 Ottawa, Ontario K2B 0A1
 613-798-9900 or 1-866-218-3310
 613-564-0606 (fax)
 drodrigues@ajc-ajj.ca

Only those candidates selected for an interview will be contacted.