



## **Temporary Vacancy - Employee Relations Officer COMPETITION #10-01**

**DUTIES:** Investigation of members' complaints and determination of the proper application of collective agreements; preparation and presentation of grievances at all levels of the grievance procedure; providing advice to members on contractual and other employment related matters; handling a large volume of written and oral inquiries; assisting in organizing campaigns. Incumbent may be required to act as Chief Negotiator of a number of collective agreements.

**QUALIFICATIONS:** Demonstrated leadership, organizational, advocacy, investigative, interpretative and communications skills; ability to analyze complex problems, manage caseloads, maintain deadlines and deal with conflicting work demands; proficiency in the preparation and presentation of grievances; ability to prepare concise reports, contract documentation and correspondence; requires excellent oral and written communication skills; good interpersonal, mediation and negotiation skills and experience; well-developed investigative and interpretative skills. Experience in the trade union movement and knowledge of trade union history and public sector unionism are considered assets. Extensive evening and some weekend work as well as travel required. Servicing Staff are required as a condition of employment to provide a suitable vehicle to use daily in the performance of their duties.

**ABILITIES:** This is a senior staff position in our organization. This is a highly demanding job and involves significant contact with NSGEU members and various employers. The position requires the ERO to have the ability to analyze complex problems, manage workload, maintain deadlines and adjust to changing priorities. The incumbent must be able to deal with people in a variety of stressful situations.

**Pay Level: \$67,934 – \$81,463**

**Period of Temporary Employment: Anticipated end date February 28, 2011**

**CLOSING:** Please submit your application, identifying the competition number, together with a resume outlining your qualifications, skills and experience to: NSGEU, Keiren Tompkins, Executive Director, 100 Eileen Stubbs Avenue, Dartmouth NS B3B 1Y6 or e-mail to [dfleet@nsgeu.ca](mailto:dfleet@nsgeu.ca) or via facsimile at 428-0190 **no later than 5:00 pm on Wednesday, September 8, 2010.**

NSGEU is committed to employment equity and encourages applicants to self-identify. No interviews from outside CEP, Local 165 and NSGEU memberships shall take place until such time as all qualified applicants from the above have been interviewed and no successful candidate found. NSGEU will request time for union leave for the successful applicant where necessary.