

- Provide representation on grievances, staffing appeals, and appeals and hearings before other quasi-judicial boards and applicable legislation and harassment procedures
- Support NEU/PSAC's commitment to equity, including challenging racism, sexism, ableism and homophobia
- Promote membership engagement and mobilizes membership and public support for NEU/PSAC campaigns and provides on-going support for NEU and PSAC Committees, including Area Councils, Regional Women's Committees, Regional Equity Committees, and Health & Safety Committees, etc.
- Participate in the development of territorial or regional campaigns and facilitates the involvement of NEU locals and members in campaigns, regional activities and meetings, actions, and events organized by the labour movement and social justice organizations
- Liaise with representatives of local, regional, territorial and national representatives of government; the house of labour; and social justice organizations when requested
- Assist in organizing rallies, demonstrations, and other forms of direct action
- Promote a positive image of NEU/PSAC and the labour movement
- Coordinate active participation in the bargaining process by facilitating the compilation of bargaining demands and election of the negotiating team by members of the unit, organizing bargaining input meetings and conferences and educating local members about the bargaining process
- Liaise with the negotiating team and ensures members are kept up to date about developments at the table when required
- Help coordinate collective action in support of the negotiating team, maintain communication with every work site in the bargaining unit, and facilitate strategic and targeted strike action
- Assist the PSAC Regional Representative in coordinating all activities related to a strike or lock-out, including the effective and orderly placement of pickets
- Liaise with the federation of labour, strike support committees, police, media and legal counsel when required
- Maintain NEU/PSAC presence on picket lines
- Organize and provide on-going support to component and regional equity committees
- Identify and encourage Inuit and equity group members to take leadership positions in their locals and union

- Maintain and expand NEU/PSAC membership by responding constructively to expressions of membership dissatisfaction and alerts the Executive Director to potential problems and decertification attempts
- Assist in campaigns to fight raids and de-certification attempts
- Identify potential targets for organizing campaigns
- Participate in organizing drives initiated by the PSAC Regional Organizer when required
- Assist in campaigns to fight contracting out and privatization
- Other duties as assigned by the Executive Director

Part 4 – Contacts

Executive Director	<ul style="list-style-type: none"> • To receive direction and assignments • To provide updates on representation, collective bargaining input, campaigns and organizing efforts
President and Executive	<ul style="list-style-type: none"> • To provide updates on representation, collective bargaining input, campaigns and organizing efforts
Locals	<ul style="list-style-type: none"> • To provide updates on representation, collective bargaining input, campaigns and organizing efforts • To provide training on local administration and workplace advocacy
Membership	<ul style="list-style-type: none"> • To provide representation, information and support • To provide advice and guidance on matters pertaining to their rights and obligations
Colleagues	<ul style="list-style-type: none"> • To share knowledge and experience
Employers	<ul style="list-style-type: none"> • To resolve employment conflicts and emerging problems • To ensure that dispute resolution procedures and timelines established by the collective agreement are respected
PSAC	<ul style="list-style-type: none"> • To assist the PSAC Regional Representative in coordinating all activities related to a strike or lock-out • To organize and provide on-going support to PSAC regional committees • To identify potential targets for organizing campaigns and assist in organizing drives initiated by the PSAC Regional Organizer

Other	<ul style="list-style-type: none"> • To liaise and communicate with representatives of local, regional, territorial and national representatives of government, the house of labour, and social justice organizations • To provide the public and the media with information on collective bargaining and campaign activities when requested
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Part 5 – Specific Accountabilities

The Labour Relations Advisor is responsible for building the union and fosters membership engagement and solidarity by delivering union programs and services in the region. The main responsibilities include organizing locals, providing representation to members, coordinating collective bargaining input, supporting NEU/PSAC’s commitment to equity, and maintaining and expanding NEU/PSAC’s membership.

Part 6 – Qualifications and Competencies

Qualifications

- Excellent oral and written communication skills
- A degree in such fields as law, labour studies and conflict resolution studies would be an asset, as would practical experience as a union activist dealing with conflict resolution and grievance handling, etc.
- Knowledge of worker rights and principles of labour legislation
- Strong commitment to and understanding of labour, equity and social justice principles
- Knowledge of NEU/PSAC programs and policies, labour legislation and adult education techniques
- Knowledge of the grievance process
- Good knowledge and experience of computer technology, including office software, Internet and social media environments
- Ability to work effectively as part of a team
- Demonstrated conflict resolution capabilities
- Well-developed interpersonal skills, tact, sound judgment
- Ability to motivate and inspire others to achieve collective goals

- Ability to analyze, recognize mistakes and recommend improvements
- Highly motivated, innovative, flexible and open-minded
- Demonstrated initiative and ability to work under pressure
- Ability to respond quickly in a dynamic and changing environment
- Maturity and ability to exercise tact, diplomacy, discretion and confidentiality
- Ability to multitask and work on multiple concurrent deadlines
- Ability to work with minimum supervision

Part 7 – Working Environment

- Regular interaction with other staff, locals, employers, elected NEU leadership and the NEU membership at large
- Regular interaction with PSAC staff, elected leadership and regional committee representatives
- Regular interaction with representatives of local, regional, territorial and national representatives of government, the house of labour, and social justice organizations
- Working with upset or angry individuals
- Averaging of hours required, with regular evening and weekend work
- Attendance to numerous deadlines and priorities required
- Operation of desktop computer and other office equipment
- Potential for conflicting priorities and direction from more than one source
- Travel is a requirement of this position

Part 8 - Acknowledgement and Agreement

The above job description fairly represents the general expectations of the position of Labour Relations Advisor with the Nunavut Employees Union

Name: _____

Signature: _____

Date: _____

Supervisor: _____