



## UNION OF NORTHERN WORKERS (UNW)

# SERVICE OFFICER

Term – Inuvik Office

The UNW is a membership driven Union comprised of approximately 5,500 members throughout the Northwest Territories, made up of public servants and various private employee groups. As the North's largest Union, the UNW prides itself in its unique and diverse membership. As a component of the Public Service Alliance of Canada, the UNW enjoys the advantage of both regional and national representation in Canada.

**Location:** Inuvik

**Term:** 18 Month Term

**Duties:** Reporting to the Director of Membership Services the incumbent provides representation for members in an assigned area by answering requests for general information and advice, researching, investigating and processing grievances, (including attending grievance hearings with employers, researching precedents, interviewing potential witnesses, and preparing and presenting case summaries for referral to arbitration). The incumbent will also assist bargaining units with formalizing proposals for bargaining, represent members at competition and/or job evaluation appeal hearings, research, analyse, and evaluate information on benefits and working conditions for use in the negotiation and union/management consultation processes.

**Qualifications:** A Bachelor's degree in Industrial Relations or Human Resources or another relevant Bachelor's degree or a minimum of three years experience in a similar position is required. Experience with education is preferred. Equivalencies may be considered. Mature judgment with a strong background of experience in advocacy, leadership, research, and negotiations; strong interpersonal skills and ability to deal diplomatically and persuasively with Employers and Union members. Other requirements include a willingness to work irregular hours and travel throughout the Northwest Territories and computer skills (Microsoft Office, email, databases, and spreadsheets). A criminal records check may be required.

**Salary Range:** \$102,714.43 - \$115,928.78

Interested persons may submit their resumé of qualifications and experience in confidence to Anne Marie Thistle, Director of Membership Service, Union of Northern Workers. Suite 400 4910 53rd Street, Yellowknife, NT X1A 1V2, by fax: (867) 920-4448 or by email: [thistla@unw.ca](mailto:thistla@unw.ca).

**Deadline:** Friday, July 28, by 5:00 pm

For more further information on the job description, please visit [www.unw.ca/job-opportunities](http://www.unw.ca/job-opportunities)

**Please Note:** Only candidates selected for an interview will be contacted.