



## UNION OF NORTHERN WORKERS (UNW)

# ADJUDICATION OFFICER

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:** Yellowknife

**Term:** Indeterminate

**Duties:** Reporting to the Director of Membership Services the incumbent coordinates and directs union functions which promote local membership, the hiring of union members in the workplace, and representation of Union members with respect to employment, providing advice, guidance and assistance in the preparation and presentation of grievance and the gathering of related evidence. The incumbent will also maintain relations between union and employers; assist in developing safety and health measures; and negotiate with management on individual grievances and other work related matters affecting members. Duties will also include preparing background information and resources to facilitate the deliberations of bargaining committees. The adjudication officer also will be required to research and write position papers regarding GNWT policy and its impact on the unionized workforce. The position will require assisting in the production of publications on areas of interest to the membership such as clause interpretation, union facts, grievance updates, and others; researching, analysing, and evaluating information on benefits and working conditions for use in the negotiation and union/management consultation processes. The position will also involve providing representation for members in an assigned area, advising component Executive and Staff Officers and performing other duties as required.

**Qualifications:** A Law Degree from College or University (no requirement to be called to the bar); or five years related experience and/or training in the field of labour relations including negotiations, grievances, mediation, arbitrations, and alternate dispute resolution forums; Or equivalent combination of education and experience. 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 as of April 1, 2017:** \$102,714.43 to \$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 email: (867)-920-4448 or by email: [thistle@unw.ca](mailto:thistle@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.