



LABOUR RELATIONS OFFICER
(Ottawa)

The Association of Justice Counsel is the bargaining agent for over 2,500 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 and Governing Council. The AJC also has an administrative staff that is headquartered in Ottawa. For more information, please visit www.ajc-ajj.org.

Due to an increased volume of work, the AJC is looking to hire a labour relations officer for a one-year term contract, with an opportunity for renewal.

THE POSITION AND SUCCESSFUL CANDIDATE

- You work well in a team setting and have strong interpersonal skills.
- Under the supervision of the General Counsel, you would provide members with first line advice & interpretation of the new collective agreement.
- You would conduct research as required and represent members both informally and in formal redress procedures before employer officials, including grievances, complaints and mediation.
- You would attend disciplinary meetings, as required.
- You may be called upon to represent the AJC at certain labour-management meetings and participate in activities that tie into AJC's representation services generally, including reporting activities.
- You are proficient in MS Office suite, specifically MS Outlook, and Word.
- You are fluent in English but preferably bilingual (French).

EDUCATION/EXPERIENCE

- You have a degree in human resources or industrial relations or equivalent.
- You have a minimum of 3 years 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. Public Service Staff 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.

SALARY / BENEFITS: Competitive plus benefits, and employer RSP contribution plan

APPLICATIONS

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

Association of Justice Counsel

Attn: Evelyn Lorey, Office Manager

406 – 1545 Carling Avenue

Ottawa, ON K1Z 8P9

1.866.218.3310 (toll-free)

1.613. 564.0606 (fax)

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Applications should be submitted by **May 24, 2010**. Only those candidates selected for an interview will be contacted.