



GRIEVANCE OFFICER – EMERGENCY LEAVE REPLACEMENT – START MARCH 2017

The Queen's University Faculty Association (QUFA) was certified as a union in 1995 and represents approximately 1200 faculty, librarians and archivists. Located in beautiful Kingston on the shores of Lake Ontario, Queen's University is one of Canada's leading universities with an international reputation for scholarship, social purpose and spirit.

QUFA invites applications for a short-term replacement of the position of Grievance Officer, ideally with an anticipated start date of March 1, 2017. The initial contract will be for 3 months to May 31 2017, and may be renewed thereafter.

The Grievance Officer has primary responsibility for handling member grievances, liaising with the Grievance Committee and Grievance Chair, and responding to general requests for assistance and information from QUFA officers and members. The successful candidate will be able to assume responsibility for ongoing cases as of their start date.

The successful candidate will be skilled in the following specific areas:

- Labour & Human Rights Law
- Union Grievance Principles & Processes
- Collective Agreement Interpretation
- General Dispute Resolution

In addition, they will demonstrate the following:

- Ability to work with minimal supervision
- Ability to work cooperatively with volunteer members and other staff
- Superior analytical and problem-solving skills
- Superior 'people' skills
- Strong oral and written communication skills
- Strong initiative and judgment
- Extreme discretion in handling information, documents and queries
- Ability to prioritize workload demands

The successful candidate will have a combination of suitable educational background and working experience in labour relations, labour law, grievance handling and/or postsecondary environments. Candidates should have a university degree. The hiring committee will balance education and experience requirements and encourages those who believe they have the skills and qualities listed above to apply regardless of educational attainment.

Salary will be commensurate with experience and education.



QUFA invites applications from all qualified individuals. QUFA is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal peoples, persons with disabilities and LGBTQ persons. QUFA will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you are contacted for an interview and require accommodation during the interview process, please contact Leslie Jermyn, Executive Director, jermynl@queensu.ca, 613-533-3033.

A Cover letter, resumé and the names of 3 references should be sent **electronically** to Leslie Jermyn, Executive Director (jermynl@queensu.ca) by February 15, 2017. We thank you in advance for your interest in QUFA but please note that only shortlisted candidates will be contacted.