



Adjudication Officer

Indeterminate - Yellowknife, NT

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; representing members at Layoff Dispute Appeals and/or Job Evaluation Appeal hearings, researches, analyses, and evaluates information on benefits and working conditions for use in the negotiation and union/management consultation processes. Representing the UNW at Union/Management meetings, representing members at arbitration, preparing files for arbitration, preparing Legal memos to file for grievances, etc.

Qualifications: A Law Degree from College or University (no requirement to be called to the bar) with 3 years labour relations experience; or 10 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. Mature judgment with a strong background of experience in advocacy, leadership, research, and negotiations; ability to deal diplomatically and persuasively with Employers and Employees; willingness to work irregular hours and travel throughout the Northwest Territories; requires computer skills (Microsoft Office, email, databases, and spreadsheets). A criminal records check may be required.

Salary Range: \$123,185.10 - \$139,033.04

Interested persons may submit their resume of qualifications and experience in confidence to:

Anne Marie Thistle, Director of Membership Service,
Union of Northern Workers
Suite 400 - 4910 53 Street, Yellowknife, NT X1A 1V2
or by FAX: (867) 920-4448
or by e-mail to thistlea@unw.ca

Deadline: 5:00 p.m. - May 29, 2023

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