

Employment Opportunity



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

**COMMITTED TO EQUALITY
IN THE WORKPLACE**

Competition Start Date: September 22, 2020

Competition Number:	9222-0042A-020
Position Title:	Case Scheduling Administrator
Branch/Section:	Representation and Legal Services Branch/ Representation Section
Employment Type:	Term – up to 6 (six) months
Classification:	Band 7
Position linguistic designation:	Bilingual (English, French)
Position global linguistic level:	Second language CEFR level: C1
Salary:	\$63,881 – \$71,899 plus \$1,486,43 Bilingual allowance (expired salary)
Group:	AEU II
Location:	Headquarters, Ottawa
Employment Equity Designation:	As a result of the PSAC Workforce and Availability Analysis and in accordance with the PSAC Employment Equity Plan, preference for this position will be given to a qualified racially visible person.

Purpose of Position

Under the direction of the Coordinator, Representation, the Case Scheduling Administrator actively supports the case scheduling and resolution process in the section by: supporting the Representation Case Management Officer in re- review files being placed on the schedule to ensure their readiness; performing the administrative work involved in scheduling of private sector arbitrations; maintaining the database of information on private arbitrators.

The Administrator ensures that the Section communicates in a timely manner with Component, Locals and members regarding the status of cases.

In addition, as part of the Representation Section, the position provides general administrative support to the section team members.

Qualifications

Education and experience:

- The position requires general administrative and secretarial knowledge and ability associated with successful completion of business and/or secretarial training, or equivalent.

Knowledge:

- Knowledge of trade union's role, objectives, and activities as well as PSAC policies, constitution, regulations and objective.

Abilities:

- Well-developed time management skills to plan, prioritize and meet deadlines effectively while remaining focused in the face of multiple distractions;
- Strong problem-solving abilities;
- Ability to work independently with minimal supervision and cooperatively on a team;
- Proficiency in the use of Windows' applications such as Word, Excel, Access and Power Point and e mail, Internet and financial systems;
- Excellent written and oral communications skills in English and French;
- Ability to work under pressure and meet strict deadlines;
- Skill in organizing material, information, in a systematic way to optimize efficiency and minimize duplication of effort;
- Ability to deal with sensitive information in a diplomatic and tactful manner and to exercise good judgment in a politically sensitive environment.

Personal suitability:

- Understanding of and commitment to union and equity principles.

A detailed job description is available on our website: <http://psacunion.ca/jobs-psac> or on the attached document.

Area of Search – This competition is open to:

Employees of PSAC, Components, and PSAC Holdings Ltd.	Members giving PSAC membership number.	General public.
Closing Date: October 5, 2020 at 3:30 p.m. (Eastern time)		

How to Apply

Internal applicants should submit their résumé online through the intranet.

Indeterminate PSAC employees who meet all the qualifications of this position can request a transfer in accordance to the relevant collective agreement by sending a written request to the Human Resources Section on or before the closing date.

Members of PSAC should provide their membership number in order to be considered in the membership level of the competition.

To apply online please visit: <http://psacunion.ca/jobs-psac> . Please submit your résumé stating how your knowledge, skills and abilities relate to the qualifications of the position.

Note

The PSAC is committed to employment equity and is actively seeking to ensure a representative workforce. We encourage applications from members of equity seeking groups.

Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please note that if you are found unqualified in this competition or at any step of this competition (i.e. written exam, interview and/or exercise) you will need to wait 180 calendar days from the date of Human Resources' written notification of being found unqualified before you will be screened-in to a competition for a similar position.