



The Union of National Employees  
Le Syndicat des employées et employés nationaux

# UNION OF NATIONAL EMPLOYEES (UNE) – PSAC Employment Opportunity

COMMITTED TO EQUALITY IN THE WORKPLACE

**Competition Start Date: June 24, 2024**

<b>Selection Process:</b>	UNESSEN-2024-03
<b>Position Title:</b>	Executive Assistant to the National President
<b>Employment Type:</b>	Indeterminate
<b>Classification:</b>	Band 7
<b>Language:</b>	Bilingual Imperative (English and French)
<b>Salary:</b>	\$79,733 to \$89,737, plus \$1,500 Bilingual Allowance (expired: April 30, 2024)
<b>Group:</b>	Excluded position
<b>Location:</b>	Union of National Employees (UNE)-PSAC 150 Isabella Street, 9th Floor Ottawa, Ontario K1S 1V7

## **PURPOSE OF POSITION**

The position provides administrative support and services to the UNE National President. The position is excluded from the bargaining unit.

## **STATEMENT OF RESPONSIBILITIES**

Under the direction of the National President, the position is responsible for a broad range of administrative services to the National President and National Executive Vice-President (NEVP) offices that support the operational, strategic, and political responsibilities of the UNE.

- In conjunction with the National President and National Executive Vice-President, organizes and manages their daily agendas by scheduling appointments, speaking engagements, meetings with various internal and external contacts (PSAC and Components, Members of Parliament, Employer Representatives, Government Departmental officials), preparing and organizing meetings and related background information and making travel arrangements (itineraries, accommodations, and reservations).
- Drafts, proofreads, edits, formats, types, and finalizes a variety of documents including letters, agendas, emails, reports, briefs, minutes, which includes working from handwritten and computerized documents.
- Coordinates translation of various documents as required.
- Assists the National President, National Executive Vice-President as required in confidential matters by providing them with templates responses.
- Receives, reviews, and prioritizes incoming correspondence from various sources to determine significance. Forwards to appropriate body and attaches background information as directed by the National President and National Executive Vice President.
- Reviews emails, answers phone calls and maintains a record of the subject matter, ensuring the accuracy and respecting the political sensitivity and confidentiality of information provided or received.
- Maintains the National President and National Executive Vice President's filing, ensuring the security of confidential and sensitive information and the efficient access and retrieval of information.



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- Administers the honours, awards and bursary files on behalf of the UNE and assists with the coordination of the memorial, remembrance and deceased member recognition programs. Coordinates PSAC honours and awards for UNE members.
- Assists with the ranking process, by region, of UNE member applications to all PSAC National Conferences.
- Provides on-site or conference call logistical and administrative services to the standing committees as assigned including scheduling meetings/conference calls, preparing agendas, maintaining the speaker's list, timing and recorded vote, distributing minutes or Records of Decisions, preparing reports for the National Executive, preparing the entire file to provide to the UNE Discipline Committee and forwarding to PSAC, in accordance with the relevant articles of the Constitution and following up accurately on action items originating from such meetings.
- Responsible for coordinating catering and/or staff events for the National President, National Executive Vice President and Directors as required.
- Conducts searches on a variety of subjects to retrieve relevant information which includes previous Committee decisions, National Executive meetings, Convention decisions, resolutions of record, Presidential rulings, verbatim reports, by-laws, policies and PSAC Constitution & Regulations and prepares a summary for use by the National President, National Executive Vice-President and/or committee members.
- When required, the incumbent provides on-the-job training to Convention Credentials Committee and The Convention Sergeants-At-Arm.
- When required, the incumbent ensures coverage when the Executive Assistant to the National Executive Vice-President is absent.

The position is responsible for convention administrative services to the Chair of the UNE Triennial Convention and is required to:

- Prepare the convention call out for convention committee assignments, maintain a list of caucus chair assignments, assist the Chair of the National Elections, and maintain a list of regional caucus election chairs.
- Assist with the recruitment of volunteers such as Sergeants-At-Arms and Credentials Committee members. Arranges training, provides relevant documents and schedules shifts by preparing a shift calendar.
- Assist in convention preparation as assigned by National President. Provides executive support to the National President and National Executive Vice President including assisting in the preparation of their report to Convention and ensuring they have all up to date materials required to function effectively in their roles in convention.
- Assist the National President during convention meeting proceedings to maintain the speakers list.
- Assist with the assignment of movers and seconders on Convention Procedural Motions, provides and distributes Procedural motion document copies to those assigned as movers and seconders and provides other support as required by the National President.
- Provides post-convention administrative services to the National President's office.

### **QUALIFICATIONS:**

- Post-secondary education in Business, Administration OR a related discipline, or an equivalent combination of education, training, and experience, relative to the responsibilities of the position in a unionized environment.
- A minimum of five (5) years' experience in an executive or senior administrative role.
- Experience working in a political or union environment and a demonstrated commitment to progressive social justice principles (e.g. as an activist).
- Exceptional ability to communicate effectively, orally and in writing, in French and English. Proficiency in spelling, vocabulary and the application and usage of French and English grammar.
- Strong time management skills to deal effectively with conflicting priorities, strict deadlines, and multiple distractions.
- Strong organizational, administrative, and human resources skills.



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- High degree of confidentiality, self-motivation, initiative, judgment, adaptability, problem-solving, reliability, attention to detail and client interaction skills.
- Knowledge and experience of the Bourinot’s Rules of Order.
- Strong computer skills including the Microsoft Office Suite of products.
- Ability to work independently and cooperatively with others in a team environment.

A detailed job description is included in this communication.

<b>Area of Search</b> Open to:		
<b>Employees of Union of National Employees, PSAC, Components, and PSAC Holdings Ltd.</b>	<b>Members providing PSAC membership identification number</b>	<b>General public</b>
<b>Closing Date: July 9, 2024, at 4 p.m. (EST)</b>	<b>Closing Date: July 9, 2024, at 4 p.m. (EST)</b>	<b>Closing Date: July 9, 2024, at 4 p.m. (EST)</b>

**How to Apply**

Please submit your resume stating how your knowledge, skills and abilities relate to the qualifications of the position to: **Fabienne Duffet, Director of Human Resources and Organizational Development** by e-mail at: **UNE Human Resources - Ressources humaines du SEN** [hr-rh@une-sen.org](mailto:hr-rh@une-sen.org) or by fax at **613-560-4208**.

If you apply by fax, do not send a duplicate by regular mail. Please refer to the position name in the subject line of your application. Failure to do so may result in your application not being properly considered for the position.

Please advise if you require any accommodation measures as part of this selection process.

**NOTE:**

A screening board will review applications. The Board’s decision will be based on the contents of the application. It will be the responsibility of the applicant to provide evidence of demonstrated ability by providing necessary information and documents with the application. Only those candidates who are selected for an interview will be contacted.

*The Union of National Employees - PSAC is committed to employment equity and is actively seeking to ensure a representative workforce. Applications are encouraged from equity groups including Women, Indigenous workers, Black workers, Racialized workers, workers with disabilities, and workers from the two-Spirit, lesbian, gay, bisexual, trans, queer and intersex community (2SLGBTQI+).*

*The Union of National Employees – PSAC’s office environment is “smoke free” and “scent free”.*