



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

Employment Opportunity

COMMITTED TO EQUALITY IN THE WORKPLACE

Competition Start Date: June 8, 2018

Competition Number: 5610-0009A-018
Position Title: Regional Education Officer - Toronto
Branch/Section: Regional Offices Branches
Employment Type: Indeterminate
Language: English
Classification: Band 12
Salary: \$97,763 to \$110,035
Group: Unifor 2025
Location: Toronto
Employment Equity Designation: As a result of the PSAC Workforce and Availability Analysis and in accordance with the PSAC Employment Equity Plan, the successful candidate for this appointment will be a qualified racially visible person.

Note: Long irregular hours and travel are sometimes required.

Purpose of Position

Under the direction of the Regional Coordinator and as part of a regional team that includes other regional office staff, the Regional Council, the Regional Education Committee, and other regional union bodies such as the Alliance Facilitators' Network, the Regional Education Officer builds the union and fosters membership solidarity by coordinating the development and delivery of a quality program of membership education and empowerment in the region. The Regional Education Officer closely collaborates with other Regional Education Officers and with the staff of the Education Section in Ottawa to maintain a core Program of PSAC Membership Education that is relevant, comprehensive, innovative and dynamic.

Qualifications

Knowledge and experience:

- The successful candidate is someone who brings to the job an active commitment to union and social justice principles, significant experience as a popular educator, creative writer, and program administrator;
- Candidates are expected to demonstrate their knowledge of the labour movement, trade union practices and organization, principles of labour and human rights legislation, and the current social, political, and economic issues that affect PSAC members;
- Candidates are also expected to demonstrate their ability to develop educational materials (including the ability to assess learning needs, formulate objectives, create innovative and participatory methodology, and write facilitators' notes and participants' handouts).

Abilities:

- Ability to produce letters, reports, analyses within deadlines;
- Ability to facilitate (including the ability to assess group process, to analyze individual behaviour and group dynamics, to synthesize group thoughts and opinions, to solve problems, build consensus and promote effective teamwork);
- Ability to estimate costs, forecast expenditures, and develop/program budgets;
- Ability to communicate orally and in writing to a wide range of union members, and the ability to develop a plan and bring it to fruition.

Personal Suitability:

The successful candidate is someone who exhibit a:

- High degree of initiative;
- Tact and good judgment;
- Works collaboratively and respectfully with others; and,
- Copes well with stress.

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

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: June 21, 2018 at 3:30 p.m. (Eastern Time)		

How to Apply

Internal applicants should submit their résumé online through the intranet.

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

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.

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.