



## **GRIEVANCE OFFICER/IN-HOUSE LAWYER**

The Queen's University Faculty Association (QUFA) invites applications for the position of Grievance Officer/In-House Lawyer.

QUFA was certified as a union in 1995 and represents approximately 1200 faculty, librarians and archivists including continuing and contract academics. QUFA has a staff complement of five including an Office Administrator, Executive Director, Executive Assistant, Member Services Officer and Grievance Officer. Staff report directly to the Executive Director. The Grievance Officer is considered, with the Executive Director, to be Senior Staff and works closely with QUFA leadership. QUFA is managed by an elected Executive Committee of fifteen Members. More information and all governance documents can be found at [www.qufa.ca](http://www.qufa.ca).

The Grievance Officer has primary responsibility for the following duties:

- Supporting QUFA Members in respect of their Collective Agreement rights;
- Providing back up and advice to other staff working with QUFA Members;
- Promoting good working relations with various levels of Queen's administration, especially the Faculty Relations Office, the Return to Work and Accommodation Office and the Human Rights and Equity Office;
- Reviewing and responding to University draft policies;
- Supporting the development and implementation of QUFA policies around Member services and handling of Member data, among other things;
- Writing comments on salient issues for QUFA Members in our newsletter, for the Executive, and on the website;
- Training and advising the QUFA Executive and other committees on QUFA's obligations under relevant legislation including the Ontario Labour Relations Act, the Human Rights Code and the Occupational Health and Safety Act etc.

In-House Counsel has primary responsibility for the following duties:

- Providing written formal legal opinions and informal analyses of Queen's policies, broader legislation or case particulars as needed;
- Co-ordinating with outside counsel to secure formal legal opinions when needed;

- Overseeing all aspects of the grievance process, including case management, research for grievance hearings and arbitrations, and preparation for mediation/arbitration;
- Leading arbitrations or supporting outside counsel;
- Liaising with various levels of the Queen's administration to represent Members in the accommodation process and other matters arising from the Ontario Human Rights Code, the Occupational Health and Safety Act and applicable privacy legislation;
- Consulting on termination or other extra-CA contracts between Queen's and QUFA or Queen's and QUFA Members;
- Supporting the collective bargaining process by providing legal research and reviewing proposal language.

The successful candidate will also represent QUFA at provincial (OCUFA) and national (CAUT) grievance committees or forums from time to time.

### **Qualifications**

Applicants will have a law degree and preferably postgraduate training in a labour-related area. The successful candidate will have experience working in academic and/or unionized environments. Experience with interpreting collective agreements, the grievance and arbitration processes, and facility with legal/contract drafting is essential. The successful applicant must possess strong analytical, communication and interpersonal skills; good writing skills are a must. The successful candidate will be able to work both independently and collegially as circumstances require.

### **Characteristics of the Job**

Salary with benefit package is competitive and based on qualifications and experience. The salary range for this job is \$125,000 to \$140,000 depending on experience. QUFA staff participate in the full dental and medical benefits package offered to QUFA members and QUFA is a participating employer with the University Pension Plan. In addition, staff enjoy competitive vacation and leave provisions and generous support for continued professional development. QUFA staff worked remotely through the height of the pandemic and continue to work in a hybrid fashion. Some attendance at events, meetings and to the office in Kingston is expected. Applicants should be clear about their expectations with respect to place of work. The current Staff Employment Policy is here: <https://www.gufa.ca/wp-content/uploads/2022/06/2020-04-Staff-Employment-Policy-Final-for-Signing.pdf>.

### **Application Process**

QUFA is an equal opportunity employer, committed to principles of equity and diversity in the workplace. In addition, QUFA is committed to inclusion; if you need an accommodation during the interview process, please indicate this in communications with the Executive Director. The applications of Canadians and permanent residents will be given priority.

Given the importance of written communication at QUFA, we would like applicants to submit a writing sample of 300-500 words. Please select a concept in labour or human rights law and write a short essay explaining how the concept works and what unionized employees should know.

Please send a cover letter, resume and writing sample to [Qufaed@queensu.ca](mailto:Qufaed@queensu.ca) by February 13, 2023. Please put "GO Job Application" in the subject line. We appreciate the time and effort involved in preparing a job application but will only be able to contact those selected for an interview.