



UNION of NATIONAL DEFENCE EMPLOYEES (UNDE)

(a component of the Public Service Alliance of Canada (PSAC))

PERMANENT POSITION AVAILABLE

ALLIANCE EMPLOYEES UNION BAND 12

Special Projects Officer – Privatization/Contracting Out

The Union of National Defence Employees is looking to bring a new Special Projects Officer into our family. If you believe in the principles of unionism and thrive on problem solving, we want you to join our team. Unlike many workplaces, UNDE has virtually no staff turnover outside of retirements, so this is a rare opportunity for the right highly skilled and motivated professional.

The successful applicant will be a team player, with strong interpersonal & organizational skills, a self-starter with the ability to work under minimal supervision and maintain a high degree of professionalism whilst dealing with highly stressful situations. We know Ottawa is a Public Service town and to attract the highest caliber of employees, UNDE has ensured that our working environment and conditions are exceptional. UNDE respects their employees and offers a four-day/32-hour work week to maintain a healthy work/life balance, an annual cost of living increase to ensure that economic increases in pay are at least comparable to increases in the cost of living and upon retirement a fully indexed defined benefit pension. UNDE considers prior service in the public service, components within the PSAC or any other PSAC dues paying member in calculating vacation leave entitlements and provides each employee the equivalent of one week's salary as a vacation bonus as part of a generous compensation package.

Invitation to apply in this selection process is being made to:

1. employees of UNDE;
2. employees of the PSAC and its components;
3. members of UNDE;
4. members of the general public.

The Union of National Defence Employees is committed to achieving and maintaining a representative workforce that ensures the full participation and advancement of traditionally under-represented groups. As such applications are encouraged from equity groups including women, racially visible persons, Indigenous peoples, persons with disabilities, lesbian, gay, bisexual, transgender, queer/questioning, and two-spirited (LGBTQ2+) persons.

Location: UNDE National Headquarters in Ottawa, Ontario

The Special Projects Officer provides overall analysis on national economic, social, political, and labour issues related to contracting out and privatization at the Department of National Defence (DND) and provides advice and recommendations on impacted UNDE communications, political action, and campaign strategies. The position is responsible for the development of and participation in any UNDE anti-contracting out and privatization campaigns with a focus on engaging the UNDE regions into campaigns that can be adapted to highlight specific examples of contracting out and privatization within the DND.

Statement of Responsibilities and Duties

Under the general direction of the UNDE Executive Vice-President, the successful candidate will represent the interests of the UNDE membership by:

- Working with and through UNDE Regions, identify and track specific contracting out and privatization threats or initiatives already underway.
- Conceptualizing, planning, and coordinating the development and the delivery of any UNDE anti-contracting out and privatization campaigns.
- Researching and remaining current with contracting out and privatization issues and initiatives in the DND.
- Responding to inquiries from UNDE members, leadership, media, and interest groups on contracting out and privatization related matters within the DND.
- Maintaining current knowledge of emerging contracting out and privatization issues, providing advice, guidance and recommending actions and strategies to UNDE leadership and membership.
- Preparing recommendations and options for the UNDE on contracting out and privatization issues.
- Identifying potential challenges and opportunities between the UNDE regions, PSAC, and other internal structural relationships. Proposing plans and strategies to respond to contracting out and privatization issues, participating in this problem-solving either with, or on behalf of the UNDE National Office.
- Develop an approach to addressing human rights, health & safety, pension protection and environmental protection in the context of contracting out and privatization.

- Effectively contribute to the development of networks and partnerships of value to the UNDE.
- Provide analysis and advice on the economic, social, political, and legal imperatives related to contracting out and privatization issues which are of emerging importance to the union, propose communication action plans, activities, and strategies to respond to these priorities.
- Prepare materials on contracting out and privatization issues for presentation to various labour, government and social movement organizations and groups.
- Analyze and monitor contracting out and privatization initiatives within the DND and makes recommendations on these issues.
- Provide necessary technical advice and support for any campaigns against contracting out and privatization projects within the DND.
- In consultation with various stakeholders, ensure that the contracting out and privatization campaign themes, objectives and priorities are integrated in any UNDE communication strategies.
- Performs other related duties as assigned.

Essential Qualifications

Education

- University degree in political science, public relations, communications or in a related field or any relevant combination of knowledge and a minimum of 3 years of relevant experience.

Experience

- Demonstrated experience with, and understanding of market research, such as polling data and focus groups that can be translated into communications messages.
- Significant experience coordinating a team, bringing together staff and elected officers, harnessing their expertise, and developing a campaign.

Knowledge

- Comprehensive knowledge of union principles and of the structure, mandate, policies, bylaws, regulations, and governing mechanisms.
- Significant knowledge of the legislation, jurisprudence, regulations, and collective agreements which regulate or have an impact on contracting out and privatization, and the terms and conditions of employment for UNDE members.
- A comprehensive understanding of decision-making processes in government and how to engage in this process, such as experience in lobbying.
- Significant knowledge of labour movement emerging issues at the regional and national level.
- Knowledge in communications, media relations, political action, and campaign strategies.
- Strong understanding of a variety of leading edge economic, sociopolitical, and labour issues.

Abilities

- Ability to provide authoritative advice and direction to a variety of participants at all levels of the UNDE.
- Ability to apply advanced logical, evaluative, and analytic skills to complex problems, and develop innovative solutions based on market research such as, but not limited to, polling data and focus groups.
- Ability to interpret, adapt and explain complex information.
- Ability to communicate complex, detailed, and sensitive issues with a variety of stakeholders, inside (including elected officers and equity members) and outside of the UNDE.
- Ability to establish, build and maintain productive and collegial relationships with coalition partners and other organizations within the labour movement.
- Ability to manage a campaign and organize events.
- Ability to inspire others to achieve collective goals.
- Ability to demonstrate tact and discretion in preparing, disclosing, and handling information of a confidential, controversial, and sensitive nature.
- Ability to efficiently respond in a calm and effective manner to a variety of demands and projects.
- Ability to meet established deadlines, manage multiple tasks and work well in a team-oriented environment.
- Ability to understand and interpret regulations, procedures, policies, and guidelines related to contracting out and privatization.
- Ability to establish and maintain good working relationships with all levels of the UNDE and the public.
- Ability to work independently.
- Strong oral and written communication skills in both official languages English and French.

Asset Qualifications

- Specific knowledge of or experience with contracting out and privatization issues in the Department of National Defence and Canada.

Terms and Conditions of Employment

Terms and conditions of employment apply as negotiated between UNDE and the Alliance Employees Union (AEU), Unit 14.

Salary: \$128,861/annum

Benefits Include:

- Bilingual Bonus- \$1,200/yr.
- Stress Allowance
- Group Pension Plan
- Insurance Benefit Program- Life, Dental, Medical (including Vision Care)
- 4-day work week
- Vacation Leave
- Sick Leave
- Personal/Family-Related Leave
- Recognition of Public Service Annual Leave Entitlement
- Flexible Work Arrangements
- Paid Parking or Bus Pass

Closing Date

All applications must be received by the end of business day on **April 7, 2023**.

Intent of Selection Process

Staffing of 1 (One) indeterminate position.

How to Apply

Please follow these guidelines if you are applying for the position:

1. The applicant must submit a letter of intent explaining how they meet the qualifications and an updated resume.
2. Applicants must clearly indicate, in their letter or resume, their second official language as well as their linguistic proficiency in that language using one of the following: no knowledge, beginner, intermediate or advanced.
3. Please indicate in your letter of intent whether you are an employee or a member of the PSAC family and, if so, to which part of the PSAC you work for or which Component or DCL you belong.
4. All applications must be submitted by email to **Olivier Davey-Cayen** at the following email address: staffing@thedelfigroup.com. Please specify, "UNDE – Indeterminate Project Officer Privatization/Contracting Out."

Accommodations are available on request for candidates taking part in the selection process. For accommodation needs or to obtain a copy of documents in an alternate format please email staffing@thedelfigroup.com.

The UNDE would like to thank all candidates in advance for their interest in this position although only those candidates that meet the essential qualifications will be contacted for further assessment.