

December 16, 2025

### Junior National Union Representative

Position Title: Junior National Union Representative (JNUR)  
Component: Government Services Union - PSAC  
Employment type: Indeterminate  
Linguistic profile: Second language [CEFR](#) level: B2  
Classification: New Position – Classification Under review  
Salary: TBD  
Group: AEU, Unit VIII  
Location: Ottawa, On. – Candidate must be prepared to report to the Ottawa office.

Area of Competition:

1. GSU Employees;
2. Employees of the PSAC and other Components;
3. GSU members who can demonstrate activism on behalf of GSU
4. GSU membership;
5. General public;

**NOTE:**

- Please note that while applicants from other regions are welcome to apply, they would assume the cost and responsibility of relocation if they were successful in this process.
- In keeping with the Collective Agreement between GSU and AEU, preference shall first be given to qualified applicants who are employees of the GSU, and, if no qualified applicants are identified, followed by 1) employees of the PSAC and its Components, 2) GSU members who can demonstrate activism on behalf of GSU 3) GSU membership and 4) public.

**EMPLOYMENT EQUITY**

The GSU as an Employment Equity employer encourages applications from equity group members. The preference for this position will be given to a qualified person from the following group: **Women or Racialized Person.**

**EMPLOYMENT CONDITION**

This position is required to report to the GSU National Office, in Ottawa, in person, twice a week, on Monday and Thursday. Those days might be subject to periodic review.

**PURPOSE OF POSITION**

Reporting to the Director, Representation & Labour Relations, the Junior National Union Representative provides technical, research, and administrative support to the Component's labour relations services. The incumbent supports the National Union Representatives and senior leadership by preparing case files, conducting research, gathering documentation, and assisting with representation activities. The role also contributes to education, communication

with members, and maintenance of grievance and representation systems to ensure the effective functioning of the GSU Representation Program.

### **EDUCATION AND PROFESSIONAL QUALIFICATIONS**

Post-secondary graduate in labour relations, political science, social sciences, law, legislative studies or a related discipline, or equivalent education, training and five (5) years' experience relative to the requirements of the position.

### **EXPERIENCE**

- A minimum of three (3) years' experience in grievance or adjudication processes, or similar roles, including as a union representative or as a local executive member.
- Experience in an administrative role.

### **KNOWLEDGE**

- Proficiency in grammar, spelling, and composition of letters and reports to produce accurate documents/responses using Component-prescribed tools (Microsoft, internet, email, software applications).
- Current knowledge of employment and labour legislation, jurisprudence, regulations, policies, directives, and collective agreements governing members' terms and conditions of employment.
- Knowledge of grievance procedures, workplace investigations, and other formal/informal complaint processes.
- Basic knowledge of interviewing methods and advocacy techniques.
- Knowledge of worker rights, employer policies, procedures, directives, and guidelines, including the structure, role, and processes of joint union-management forums.
- Understanding of union principles and the broader GSU, PSAC, labour, and social justice movements.
- Familiarity with working in a political environment involving sensitive and confidential issues.
- Knowledge of research methods and ability to compile data into presentation formats.

### **ABILITIES**

- Ability to maintain and manage schedule, including arranging meetings, sending confirmations, and resolving scheduling conflicts;
- Ability to set priorities, manage multiple tasks, meet deadlines, and adjust to changing priorities in a demanding political environment.
- Ability to use computer-based technology including Microsoft, internet, email, and various software applications.
- Ability to communicate orally and in writing in English and French (*will be assessed*)

### **PERSONAL SUITABILITY**

- Demonstrated strong judgment, problem-solving, conflict resolution, initiative and leadership skills;

- High degree of confidentiality, self-motivation, initiative, adaptability, and reliability.
- Commitment to trade union and equity principles.

## **APPLICATION**

Applicants should send a cover letter (no more than 3 pages) and their resume (no more than 3 pages) detailing how their work experience and qualifications relate to this position, as this will provide the basis for screening of applications. They must also confirm that they can meet the employment conditions related to working in the office.

Conditions and benefits, excluding pay rates, as negotiated between the Government Service Union and AEU will apply.

**Please send your resume and cover letter in confidence to Dominique Barrette by 4:00 p.m. (ET) on **January 05, 2026**, to the following email: [barretd@psac-afpc.com](mailto:barretd@psac-afpc.com)**

We thank all interested candidates; however, only those selected for an interview will be contacted.

### **NOTE:**

All applications will be reviewed by a Screening Board. The Board's determination for a written test or personal interview will be based on the contents of the application and, more specifically, qualification for education, professional qualifications and experience will be determined on the contents of the application. It will be the responsibility of applicants to include evidence of demonstrated required qualifications when applying.

**Members of the GSU Component should provide their membership number to be considered in the membership level of the competition.**

Please advise the Selection Board if you require any technical aids or other accommodation during any stage of the selection process.