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Prince Edward Island Union of Public Sector Employees

RESEARCH, EDUCATION, POLICY ANALYST

Open To The Public With Preference To PEI UPSE Staff – UFCW Local 864

The 5000-member union, with its head office in Charlottetown, PEI is seeking to fill the permanent Research, Education, and Policy Analyst position. This position requires regular interaction with Labour Relations Officers in compiling research and information for bargaining, negotiations, and arbitrations. Development, training, and facilitation of education for the union's members, staff, and key stakeholders. Work is performed in collaboration with staff and the applicant needs to be a team player. Work is to be carried out under a matrix reporting structure with direction from the President and Executive Director.

Duties include but are not limited to:

- Research and compile information and statistics for Labour Relations Officer (LRO) for contract negotiations/bargaining (wages, benefits, pensions, labour rights, and human rights) and arbitrations;
- Prepare reports on labour issues and provincial budget releases;
- Manage information on current and upcoming legislative activities for the President, Executive Director and UPSE staff;
- Provide research and develop material for education courses, facilitate the training modules, evaluate, and amend education modules;
- Act as liaison between UPSE and NUPGE and other jurisdictional unions on the development of joint educational initiatives;
- Work closely with Education Committee ensuring members are current with labour issues;
- Maintain the Steward Educational Program;
- Other related duties as directed by the President and Executive Director.

Minimum Qualifications:

- University degree from a recognized institution in Economics, Education, Social Sciences, or related field;
- Considerable experience in research methodology and data analysis;
- Considerable experience in writing reports/briefs and summarizing data;
- Experience in facilitation and group presentations
- Experience in union environment, labour movement is preferred;
- Proficient use of computer applications including Microsoft (Word, Excel, and PowerPoint);
- High level of written and oral communications;
- Access to reliable transportation and a valid driver's license.
- Knowledge of the PEI UPSE organization and the bargaining units that it represents, the ability to work independently with minimal supervision is required.

Terms and conditions: Wages and benefits as per the collective agreement between the P.E.I. Union of Public Sector Employees and the PEI UPSE Staff - UFCW Local 864.

Please submit cover letter and resume in envelope marked **CONFIDENTIAL** to:

UPSE Staff Relations Committee, c/o Carolyn Knox- Committee Chair, 4 Enman Crescent, Charlottetown, PE C1E 1E6

Or email: Jason Rendell, Executive Director (jrendell@peiupse.ca)

Deadline for receipt of applications: 4:00 pm, December 12, 2022.

PEI UPSE is proud to represent over 5000 members in the public and private sectors.