

PRINCE EDWARD ISLAND UNION OF

PUBLIC SECTOR EMPLOYEES

JOB OPPORTUNITY

TEMPORARY RESEARCH AND POLICY ANALYST

(Commencing immediately until December 31, 2023)

Job posting is open to the public with first preference going to qualified members of the UPSE Staff Bargaining Unit (UFCW Local 864)

The 5000 member union with its head office in Charlottetown, PEI, is seeking to fill the position of Temporary Research and Policy Analyst.

Job Description:

The primary purpose of this role is to conduct research and reporting to internal stakeholders within the Prince Edward Island Union of Public Sector Employees (UPSE), with a primary focus on jurisdictional analysis, trends, reporting and data collection for UPSE's negotiating teams and labour activity.

As an organization of social change, the position will be responsible to monitor, review, and provide briefs/reports on current legislation amendments or announcements that may impact the welfare and rights of our membership, employment landscape, or all citizens.

Duties to include:

- Analysis and reporting of bargaining trends for the private and public sector which provide the negotiating teams a sound and justified negotiating strategy.
- Analysis and reporting of human resources and labour trends will assist the labour team in labour disputes and resolutions.
- Analysis, review, reporting of relevant legislation amendments/announcements.
- Review, amending, reporting of relevant policies of procedures, both internal (UPSE) and external as it relates to union stakeholders.
- Act as primary point of contact to members for collective agreement inquiries and refer for further action when required.
- Implement a retention information management program/strategy for the Union that reflects the organization's values and goals.
- Promoting UPSE at the provincial and regional level as a leader and advocate for the welfare and rights of all citizens.
- Prepare draft submissions to government organizations on public policy and/or legislative reviews
- **Equivalencies may be considered.**

Required Qualifications:

- University degree or college diploma from a recognized institution in related field supplemented by additional training in Research or Data Analysis; or an equivalent combination of education and experience

- Considerable experience (3-5 years) in research and data analysis
- Considerable experience (3-5 years) in preparing and writing reports, briefs, and opinions.
- Considerable experience (3-5 years) in labour relations, specifically negotiations and collective agreement interpretation
- Extensive experience (5+ years) with Microsoft Suite, specifically with Excel. As well as experience with Database Software
- Experience in union environment and labour movement is preferred
- Knowledge of relevant legislation, National strategies and initiatives in the labour movement, and best practice for research/data analysis
- Strong organizational, project and program management skills
- High level of written and oral communications
- Knowledge of the PEI UPSE organization and the bargaining units that it represents
- Ability to work independently with minimal supervision
- Access to reliable transportation and a valid driver's license.

Other Qualifications:

- Bilingual would be considered an asset.
- Awareness of current trends in social welfare of citizens and government policies

Terms and conditions:

Hours of work: 37.5 hours a week until December 31, 2023.

Wages and benefits as per the collective agreement between the P.E.I. Union of Public Sector Employees and the Public Sector Employees Staff Union. (UFCW Local 864)

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

UPSE Staff Relations Committee

c/o Carolyn Knox

4 Enman Crescent,

Charlottetown PE C1E 1E6

Fax: 902-569-8186

Or email: jrendell@peiupse.ca

Deadline for receipt of applications is 4:00 p.m. on **May 17, 2023.**