



The Professional Institute  
of the Public Service  
of Canada

L'Institut professionnel  
de la fonction publique  
du Canada

## Labour Relations Consultation Officer

Internal/External

Backfill

**Division:** Labour Relations Services

**City:** Ottawa, ON

**Type of position:** Hybrid

**Job Term:** One (1) **Permanent**, full-time (35 hours per week) and one (1) **18-month term**, full-time (35 hours per week)

**Eligibility:** Applicant must either be a Canadian citizen or a permanent resident eligible to work in Canada

**Union/Non:** IAM local 3011

**Competition:** 26-17

**The Professional Institute of the Public Service of Canada (PIPSC)**, a national union representing over 80,000 professionals and scientists across Canada, is seeking two bilingual **Consultation Officers** to join our team at our National Office in Ottawa.

PIPSC/IPFPC is committed to building an inclusive workplace where diversity of thought – and of people – are recognized, valued, and considered essential to achieving our goals and objectives. We are making concerted efforts to foster a workforce that is representative of our diverse membership. We strive to create a work environment that is welcoming to everyone regardless of their gender, age, religion, race, ethnicity, and nationality, particularly equity deserving groups, such as members of the IBPOC, 2SLGBTQIA+ communities, and people living with disabilities.

All qualified candidates will be considered; however, in support of achieving a diversified workforce we encourage applications for this opportunity from candidates belonging to one of the employment equity groups: Indigenous peoples (First Nations, Metis or Inuit), peoples of colour or persons with a disability. Consideration will be given to a qualified candidate who, at the time of application, voluntarily indicates being part of these groups..

### What can I expect to do in this role?

Under the direction of the Director, Labour Relations and the supervision of the Manager, National Policy Office, the Consultation Officer provides labour relations representation and advice to the organization on Institute-wide matters and to National Consultation Teams (NCT's) on matters relating to a full range of departmental labour relations matters. The Consultation Officer participates in and represents the Institute on public service wide labour management committees, national working groups, committees and other fora to ensure a consistent approach in line with Institute positions and policies.

## Primary responsibilities:

- Represent Institute and provide advice, guidance & information to National Consultation Teams to support members and stewards; in accordance with all applicable federal and provincial legislation, collective agreements, policies, directive and guidelines, and employment benefits plans.
- Required to develop an Institute position with respect to group-wide issues, essential services, and other areas of labour relations services. Will participate and represent the Institute on public service-wide labour management committees, national working groups, national committees and other fora as needed.
- Negotiate agreements and settlements on behalf of the Institute on a full range of departmental labour relations matters.
- Analyze and research jurisprudence, applicable legislation, employer policies, and collective agreements. Communicate the criticality of the impact of this information in the development of national policies.
- Participate in multi-disciplinary teams assigned to special projects and work collaboratively with employees in other sections.
- Attend National Consultation meetings with various National consultation teams (NCT's) in their respective departments; disseminate information for all NCT's on a given issue; provide advice & support to several teams at once.
- Advise and prepare NCT Presidents on labour relations issues stemming from/to be raised at consultation meetings in order to address member issues; communicate information to and from NCT Presidents; sharing Institute positions and elaborating on them as may be required to move issues forward.
- Advise National Consultation teams on labour relation issues relating to ongoing departmental matters; assess situation; research and communicate issues to regional Employment Relations Officers/Labour Relations Officers to obtain feedback on member issues.
- Participate in the education for consultation teams by conducting research, drafting and communicating position papers and information leaflets, on a wide variety of labour relation issues.
- Provide advice and assistance to members and stewards who represent the Institute on various formal committees. Participate in the coaching and development of stewards in their roles as representatives and attend meetings when required.
- Conduct or assist in training sessions and promote positive communication, information sharing, and best practices to develop and maintain a qualified steward network.
- Ensure all relevant case information is created, updated, and maintained in the Institute's data management systems, as may be required.
- Review, develop and facilitate the implementation of templates, materials, communications, tools and resources to support labour relations staff and stewards in addressing individual matters pertaining to national policy and group wide issues, as may be required.
- Coordinate with National Representation Officers where there are identified national issues requiring a labour relation response, such as a policy grievance.
- Coordinate National Consultation Team President selection process bi-annually . Prepare all communication, tally recommendations; prepare memo to the WGC Chair with recommendations (following a set guide and updating the guide as may be necessary)

## Knowledge and Experience Requirements

### Education / Experience:

- Successfully completed a university degree in labour relations or a related discipline
- Three (3) to five (5) years of progressive and related experience in labour relations, or an equivalent combination of education and experience.

### Language requirement:

- Fluency in both French and English is **required**

### Skills and experience required:

- Experience with Union-Management Consultation or similar Employee-Employer Consultation
- Research and organization skills & experience
- Critical assessment ability to review policy
- Excellent ability to manage work with short deadlines; ability to prioritize and manage competing demands for time
- Strong interpersonal skills; clear communication, synthesis and summarization skills
- A thorough knowledge of the authorities governing employer / employee relations in the federal public service of Canada and other jurisdiction in which institute members are employed
- Experience in the labour relations field, in handling complaints and grievances, interpreting collective agreements
- Understand employment rights to advise the consultation teams
- Strong representational and advocacy skills; demonstrated ability and experience in representing members at union management consultation meetings
- Ability to conduct interviews, meetings, information sessions and prepare reports and correspondence

## Compensation Package

- **Salary Range:** \$111,108 to \$138,884 (G7)
- **Group Benefits:** Health, Dental
- **Pension Plan:** Defined Benefits \* permanent position
- **Vacation:** 4 weeks per year, plus other generous paid leave
- **Paid Time Off:** December 27th to 31st

### Note

Preference will be granted in accordance with the Collective Agreement for the IAM local 3011 bargaining unit.

## How to apply

You are invited to visit our Career Centre via the following link ([ADP Career Centre](#)) to submit your application. Applications must be received by **4:00 p.m. (EST) on March 11, 2026**.

Submit a **cover letter** and **resume** tailored to the qualifications outlined in the job posting. Your documents should include specific examples that clearly demonstrate how you meet the requirements of this position, as your application will be evaluated based solely on the information provided.

If you require accommodation for a disability during the recruitment process, please contact us with your details. Our Staffing team will respond within 48 hours, and all information related to accommodation requests will be handled confidentially.

We are committed to creating an inclusive, psychologically safe, harassment-free, and accessible work environment, starting from the recruitment process.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.