

Job Title: National Political Action Officer

Branch: Communications, Political Action & Campaigns Branch

Employment Type: Term up to one (1) year

Position Linguistic Designation: Bilingual (English, French)

Position Global Linguistic Level: B2

Salary: \$118,293 - \$133,145 + \$1,798.58 Bilingual Allowance

Location: Ottawa Headquarters

Search Area: Internal; Membership; Public

Closing Date: 11/29/2024

Employment Equity Designation: As a result of the PSAC Workforce and Availability Analysis and in accordance with the PSAC Employment Equity Plan, the successful candidate for this appointment will be a qualified person from one of the following groups: Women

Who are we?

Founded in 1966, The Public Service Alliance of Canada is the union that represents over 230,000 workers in every province and territory in Canada and in locations around the world. PSAC is headquartered in Ottawa with regional offices across the country. PSAC strives to enhance its members' quality of life and has been at the front of significant and successful campaigns for workplace and human rights; [Learn more about our victories.](#)

We will support your mental and physical health with:

- Flexible work arrangements. Hybrid employees may have own dedicated workstations.
- Group Benefits (Health, Dental, Life Insurance, Disability Insurance, Employee and Family Assistance), such as \$7,500 for mental health professionals, that are 100% paid by employer.
- Defined Benefit Pension Plan (50/50 contribution from you and us).
- Three weeks' vacation to start, plus extra paid leave to support your wellness.
- Generous support for your professional growth and career development.
- Recreation allowance of \$800 per year.

Primary Responsibilities:

Under the direction of the CPAC Director, the National Political Action Officer is responsible to coordinate national political action campaigns. The National Political Action Officer will contribute to the development of political action strategies and plan of action and will ensure timely and effective roll out of national campaigns.

What you will bring to the table:

Education/Experience

- combination of education and experience in the field of labour relations; union practices and programs.

Knowledge

- understanding of strategic use of media in supporting membership campaigns;
- thorough knowledge of the Canadian political system;
- thorough knowledge of PSAC policies, constitution and objectives of Alliance programs;
- understanding and commitment to union and equity principles;
- demonstrated understanding of political campaigns, techniques and strategies;
- demonstrated management skills.

Abilities

- ability to prepare and monitor budgets;
- ability to successfully deal with change and to effectively manage organizational, operational and people issues;

- ability to contribute to planning and priority setting;
- ability to understand and respond strategically to operational issues with innovative solutions and develop and monitor long and short-term goals;
- ability to establish trust and cooperation amongst all employees and promote enthusiasm and commitment;
- Second language skills as per the Common European Framework of Reference for Languages (CEFR) level indicated above.
- ability to travel and to work evenings/weekends is required.

Personal suitability

- self-confidence, action-oriented, tenacity;
- good judgment and diplomacy;
- well-developed time management skills to deal effectively with conflicting priorities and time sensitive issues while remaining focused in the face of multiple distractions;
- political acuity and respect for workers;
- well-developed communication, negotiating and conflict resolution skills;

What you need to know:

- Second language skills as per the Common European Framework of Reference for Languages (CEFR) level indicated above. Federal Government valid SLE results can be used toward this. Preferred candidates may have their second language skills assessed as part of the hiring process.
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.
- While we appreciate all the candidates' interest, only those considered in the process will be contacted.
- A full job description is available upon request.

NOTES:

Internal applicants should submit their résumé online through the internal career site.

The objective of the PSAC's policy on Employment Equity is to achieve equality in the workplace for women, Indigenous peoples, racialized persons, persons with Disabilities, Lesbians, Gays, Bisexuals and 2SLGBTQIA+ community people.

The Employee Self-Identification Questionnaire is an important part of the PSAC's Employment Equity Program. All of the individual information collected from this questionnaire will be kept strictly confidential. The statistics gathered from this survey will assist the PSAC in obtaining an accurate profile of its current workforce, which will enable us to keep an up-to-date and progressive employment equity plan.

In many cases, you may identify in more than one designated group. For example, you may identify yourself as an Indigenous person and a person with a disability and a woman.

False declaration on the Employment Equity Self-Declaration Questionnaire will be taken seriously and may prompt an investigation or further actions, as necessary.

Please contact hractionhr@psac-afpc.com to obtain this questionnaire in an alternate format (i.e. large print) or should you need more information or require assistance in completing this questionnaire.

Accommodations are available on request for candidates taking part in the selection process. For accommodation needs or to obtain a copy of the documents in alternate format, please email hractionrh@psac-afpc.com.

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