

Labour Relations Officer

Term full-time up to one year: 1 position

Location: Prince Albert

Posting: 2025-21 internal/external

Posting Date: October 15, 2025

Closing Date: October 28, 2025

Pay Band 12 (\$42.61 to \$50.17 per hour)

+ interim wage adjustment \$10,000/year

Join SGEU Today!

The Saskatchewan Government and General Employees' Union (SGEU) has a rich 100-year history as a made-in-Saskatchewan labour partner. We are a membership driven union that advocates for healthy productive work environments and inclusive representation.

OUR WORKPLACE

SGEU fosters a collaborative work environment rooted in excellence, providing a range of labour relations services to over 20, 000 members across Saskatchewan. Guided by a culture of teamwork, professionalism, and accountability, we operate on the traditional territories of Treaty 4 (Regina) and Treaty 6 (Saskatoon and Prince Albert) and the homeland of the Métis nation. We are grateful for the opportunity to live and work on these lands and remain committed to advancing truth and reconciliation. And remain committed to advancing truth and reconciliation.

WHO YOU ARE

Candidates will have the following qualifications:

- Completed or have an equivalent combination of a post-secondary education in social services, industrial relations or human resources, combined with extensive experience as an advocate and/or elected leader;
- Thorough understanding of a union's legal framework and environment, including statutes such as *The Saskatchewan Employment Act* and *The Saskatchewan Human Rights Code*;
- Experience working in an automated office environment using most features of Microsoft Office 365 such as: Word, Excel, Power point, Outlook and TEAMS;
- Technical experience guiding collective bargaining, interpreting collective agreement language, researching, presenting, problem solving and leading dispute resolution processes such as: grievances, conciliation, mediation;
- Proven track record establishing and maintaining functional relationships with internal and external stakeholders; and
- Excellent written and oral communication skills, typically demonstrated by preparing member-employer communication, grievance file documentation, facilitating workshops and oral arguments.

Candidates will have the following primary duties and the knowledge, skills and abilities to complete them:

- Demonstrated experience providing collective agreement interpretation and a variety of legal statutes and human resources issues;
- Ability to evaluate collective agreements and provide strategic advice to elected Union leadership;
- Comprehensive understanding of arbitration and Labour Relations Board processes;
- Demonstrated record of contract interpretation, grievance resolution, drafting language for agreements;

- Knowledge of and experience providing support to members on: LTD, OHS, WCB or protected benefits or leaves, and ensuring our members physical and psychological safety comes first in their workplaces;
- Proven experience researching and problem-solving complex workplace issues to support member needs;
- Demonstrated experience analyzing legislation, policies, collective agreements and labour movement trends;
- Experience advocating while exercising sound judgment and decision making;
- Ability to work independently, plan and organize multiple responsibilities and projects to meet deadlines; and
- Ability to facilitate and instruct at labour schools and other training and/or policy events sponsored by the Union and the labour movement.

OUR BENEFITS

- Competitive salaries
- Earned days off
- Dental care benefits
- Vision care benefits
- Extended health care benefits
- \$500/year, Health Spending Account
- Pension plan (10% employer funded, 8% employee funded)
- Long-Term Disability coverage
- Continued education and professional development
- Interim wage adjustment

HOURS OF WORK

This term opportunity is headquartered in Prince Albert, SK. SGEU's LRO positions are designated as field staff and work 144 hours in a four-week averaging period during SGEU's hours of operation 8:00 am-5:00 pm. Labour Relations Officers may be required to travel throughout Saskatchewan, including some overnight stays.

OUR COMMITMENT TO DIVERSITY

SGEU is committed to the full participation of diversity groups. These groups include all equity groups recognized by the Saskatchewan Human Rights Commission: Indigenous Peoples, Members of Visible Minority Groups, Racialized Groups, Persons with Disabilities and Women in Under-Represented Roles, as well as LGBTQ2s+ persons and Newcomers to Saskatchewan.

HOW TO APPLY

If this role and SGEU sound like an exciting fit for you, we invite you to apply! Candidates must be eligible to work in Canada. Required work permits or other authorizations which may be required are the sole responsibility of the candidates applying. **Candidates are asked to provide a cover letter and résumé detailing specific experience as it relates to this competition to recruitment@sgeu.org**

***Only candidates selected for an Interview will be contacted.
USW Local 9841 qualified candidates will be given first consideration.***