



Application deadline: June 12, 2026

- Title of Position:** Human Resources (HR) Generalist
- Employment Type:** Term until April 7, 2027, with the possibility of the position becoming indeterminate
- Location:** Ottawa, Ontario (National Office)
- Linguistic Profile:** Bilingual Imperative
- Salary:** \$102,091 to \$110, 413 plus \$1,400 bilingual bonus per year
- Area of Competition:**
1. Employees of the PSAC and its Components.
 3. Members of COPE Local 225.
 4. Members of CEIU (including Life Members).
 5. General public.

NOTE:

Please note that this position reports to the CEIU National Office in Ottawa, ON.

In keeping with the Collective Agreement between CEIU and COPE, Local 225, preference shall first be given to qualified applicants who are employees of the CEIU, followed by employees of the PSAC and its Components, followed by members of the bargaining unit who do not work for CEIU, followed by members of CEIU, and subsequently to the public.

Please note that while applicants from other regions are welcome to apply, they would assume the cost and responsibility of relocation if they were successful in this process. Any costs incurred by the candidates to attend the interview will be at their own expense.

EMPLOYMENT EQUITY

The CEIU as an Employment Equity employer encourages applications from equity group members. CEIU is committed to the hiring of qualified candidates including but not limited to the following equity groups as defined by CEIU/COPE: women, persons with disabilities, Indigenous peoples, members of Black and racialized communities, and 2SLGBTQIA+ persons.



PURPOSE OF THE POSITION

The HR Generalist maintains and enhances the organization's human resources by assisting with planning and implementing human resources policies, programs and practices and maintaining a fair, equitable and positive work environment for all employees.

The HR Generalist provides human resources guidance and consultation to the organization in a wide variety of human resources areas, in representing the interests of the employer in staffing, recruitment, policy development, organizational effectiveness, employees' orientation, compensation, equal employment opportunities, pension-benefits administration, in accordance with the CEIU-COPE Collective Agreement, policies and federal legislations.

DUTIES & RESPONSABILITIES

The HR Generalist primary responsibilities include:

Recruitment and selection of staff

- Creates internal/external job postings and interview guides.
- Conducts screening of applicants through review of resumes and telephone screening.
- Coordinates and administers testing for applicant selection.
- Prepares offer letters and employment contracts ensuring compliance.
- Performs reference checks.
- Develops, updates, and delivers a new hire orientation program.
- Conducts exit interviews as needed
- Conducts post-board interviews as needed
- Conducts anticipatory staffing processes to create candidate pools, when necessary.
- Assists managers/supervisors with tracking probationary periods

Training and Development

- Assists with the tracking of staff training requests
- Supports employee training initiatives by coordinating and facilitating training programs (e.g., compliance, safety) and professional development opportunities (e.g., leadership development, technical skills).
- Identify training needs through collaboration with supervisors, performance appraisals, and employee feedback to address skills gaps and organizational goals;
- Sources training resources and materials, and coordinates with third-party training providers to deliver relevant programs.
- Tracks employee training progress by maintaining accurate records of completed training sessions, certifications, and skills acquired.



- Monitors and reports on training compliance to ensure that all employees meet mandatory training requirements and are up to date on certifications or qualifications.
- Assesses the effectiveness of training programs by collecting feedback from participants and supervisors and uses this data to improve future training initiatives.

Labour Relations

- Prepares all documentation with respect to the negotiation process regarding collective bargaining with COPE, CEIU's non-excluded staff bargaining agent.
- Coordinates, attends, and takes minutes at meetings, e.g., Union-Management Consultation Committee, staff meetings, management meetings.
- Coordinates the grievance procedures with the respective supervisors, National President and attends grievances meetings as required.

Employee Relations

- Influences positive employee-management relationships.
- Provides advice, guidance, and assistance to management.

Employee Benefits

- Recommends benefit program changes to management and obtains and evaluates, as needed, benefit contract bids.
- Consults with insurance carriers and benefits brokers.
- Ensures staff are fully informed about the benefits available to them; assists employees as necessary with claims.
- Manages issues with claims/works with insurance carrier on exceptions when appropriate.
- Ensures that payroll has the complete employee information for creation of the T4 slips.

Occupational Health and Safety

- Ensures a safe, efficient, and attractive work environment as management's representative through the maintenance of good physical working conditions, proper work practices and safeguards.
- Acts as the management administrative representative on the Joint Health and Safety Committee and assists with the committee's initiatives.
- Collaborates with the CEIU's Joint Health and Safety Committee to ensure the organization complies with all health and safety regulations, including those specific to the union and workplace environment.
- Ensures compliance and provides expertise on legislative requirements.

Human Resources administration and Policy Management

- Proper administration of complete HR files and ensures all employee documentation is correctly completed and maintained through the employment period (including letters of probation, contract extension, etc.,)



- Ensures legal compliance by monitoring and implementing applicable HR resource requirements.
- Conducts investigations as needed.
- Develops processes and forms as needed and ensures that all information is recorded properly.
- Provides advice, guidance, and assistance to management for HR policies and programs, making recommendations for changes and improvements as needed.
- Establishes, writes, administers, and communicates sound policies and practices.
- Responds to HR queries from staff and members.
- Manages CEIU's sick leave and disability leave policies effectively, ensuring that accommodations are documented and executed as per legislative compliance requirements.
- Acts as the organization's Privacy Officer and ensures compliance with all legislative requirements.
- Maintains job descriptions, pay equity and employee classifications.
- Liaises and coordinates with outsourcing agencies for managing the human resources of the organization.

QUALIFICATIONS

- Must be fluently bilingual in both official languages.
- HR Designation and previous labour experience would be an asset.
- Three (3) to five (5) years of experience in HR or related discipline preferred.
- In-depth but broad knowledge of all human resources functions.
- Knowledge of the political and operational inter-relationships within a union organization and a thorough understanding of the sensitive political and social issues between an employer union and its internal bargaining agent.
- Ability to deal effectively with conflict, build credibility and trust between parties and support/promote union-management partnership.
- Thorough knowledge of relevant provincial labour/employment legislation, internal policies, directives, and the CEIU-COPE collective agreement.
- Ability to incorporate internal policies, and procedures as well as the CEIU-COPE Collective Agreement, and analyze future human resources needs.
- Strong computer literacy in Word, Excel, PowerPoint, and Outlook.
- Effective people skills, dependability, reliability and flexibility and a high degree of judgment, initiative, discretion, analytical skills, critical thinking, and responsiveness
- Strong organizational skills and the ability to effectively multi-task.
- Excellent verbal and written communication skills as well as a high degree of people skills and the strong ability to maintain confidentiality.
- Availability to travel as required.



APPLICATION

Applicants should send a cover letter (no more than 2 pages) and their resume (no more than 3 pages) detailing how their work experience and qualifications relate to this position as this will provide the basis for interview selection.

Please send your resume and cover letter in confidence to Natasha Larose **by June 12, 2026, at 4:00 p.m. (EST)** to the following email: larosen@ceiu-seic.ca.

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 larosen@ceiu-seic.ca.

Conditions and benefits, including pay rates; as negotiated between the Canada Employment & Immigration Union and COPE will apply.

We thank all interested candidates, however, only those selected for an interview will be contacted.