



July 10, 2025

Research Officer – 1 year term

The Customs and Immigration Union (CIU) is seeking to hire a full-time Research Officer on a term basis. An ability to read and communicate in French (orally and in writing) will be considered an asset.

Under the direction of the National President and guidance of the first National Vice-President, this position is required to lead and support the planning, execution, and delivery of specific in-depth research projects. The primary task of this term position will be to deliver a comprehensive study of the CBSA Professional Standards Division's policies and practices in relation to its treatment of CIU members. The Research Officer will be responsible for applying advanced methodologies to analyze, synthesize, and interpret complex, sensitive, and sometimes incomplete data. This role requires critical thinking, initiative, discretion, subject-matter expertise and the ability to navigate complex challenges while working towards a clear deadline. The output will provide the National Executives with meaningful results that may inform policy, practice, or further research development.

The Research Officer may also provide general research activities that support the work of the organization in accordance with the strategic direction and objectives of the CIU.

THE POSITION is responsible for conducting in-depth research projects (including a systematic review of CBSA Professional Standards Division policies and practices, including all investigations, involving CIU members) by:

- Developing the research project plan including approach, deliverables, milestones and timelines.
- Utilizing complex analytical skills to interpret large amounts of datasets from original documents/official records which may contain sensitive, confidential, and/or incomplete information.
- Applying critical analysis to reconcile inconsistencies or gaps in data, using sound judgment and evidence-based reasoning.
- Maintaining rigorous data handling and security standards when working with confidential, sensitive, or classified information.
- Producing accurate outputs, historical trend analysis, briefings and reports for presentation to the CIU National Executives and National Board of Directors.

THE POSITION is responsible for providing advisory and research support to the Executive Office, Communications and Political Action by:

- Providing research assistance and support to staff and the National Executive on topics/emerging trends that impact the CIU membership.

THE POSITION is responsible for providing advisory and research support to the Labour Relations Officers by:

- Providing research assistance and support to the LROs on specific grievance files/issues.
- Researching relevant case law and labour relations principles, current trends, court decisions, legislation and regulations affecting the labour relations environment.
- Conducting research and analysis of relevant jurisprudence, legislation, collective agreements and conditions of employment affecting CIU members.

QUALIFICATIONS:

- Post-secondary degree in Economics, Data Science, Political Science, Industrial Relations, or Public Administration or related disciplines accompanied with certification from an accredited Research Association or an equivalent combination of education, training, and experience.
- Minimum 7-10 years of relevant experience in a senior research, policy analysis, or labour relations role, with demonstrated experience managing complex research projects.
- Advanced research and analytical skills with proficiency in using data analysis tools (e.g., Excel, SPSS, NVivo, R, or Python etc.) to analyze, evaluate, interpret, and synthesize complex, sensitive, and/or incomplete data while maintaining analytical rigor.

- Demonstrated ability in staying current with analytical software, relevant legislation, policy frameworks and developments within the field of research and analysis.
- Knowledge of the CIU and PSAC political, social, and regulatory landscape as well as comprehensive knowledge of trade unions, equity principles and the broader labour sector.
- General knowledge of the CBSA and the Acts, regulations, legislation, directives, policies and procedures that govern the employment and working conditions of CIU members. Specific knowledge of the Professional Standards Division governing policies, directives, regulations and practices is required.
- General understanding of the economic, social, political, and labour issues affecting the labour sector and specifically CIU members.
- Strong project management skills and ability to plan and manage a specific complex research project within a determined timeline.
- Experience working with classified information, requiring a high level of discretion, integrity, and understanding of confidentiality requirements.
- Strong written and oral communication skills in English with experience producing reports for senior decision-makers. An ability to read and communicate (orally and in writing) in French will be considered an asset.
- Ability to work independently to meet assigned deadlines.

SALARY:

Band 10 - \$108,160 to \$122,162 (under review) plus \$1,750 bilingual bonus per year.

Terms and conditions of employment apply as negotiated between CIU and the Alliance Employees Union (AEU), Unit 15.

LOCATION:

The position will work remotely. The only travel required will be to present findings to scheduled Board meetings.

Priority for this opportunity shall be accorded as follows: Employees of the CIU National Office; Members of the Alliance Employees Union (AEU); other PSAC unionized employees; Members of CIU; Members of the Public Service Alliance of Canada; Members of the general public. Please note that only applications from individuals residing in Canada will be considered.

CIU is committed to employment equity and seeks to ensure a representative workforce. We encourage applications from members of equity groups (women, racialized people, Aboriginal people, people with disabilities and members of the LGBTQ2+ community).

All applications will be reviewed by a staffing board. The board's determination for a written test and personal interview will be based on the contents of the application. It will be the responsibility of applicants to include evidence of required qualifications when applying. No travel expenses will be reimbursed by CIU.

**IMPORTANT INFORMATION REGARDING THE SUBMISSION OF APPLICATIONS
AND THE STAFFING PROCESS**

1. Applicants must submit a letter of intent explaining how they meet the qualifications and must provide an updated resume.
 - **Note:** The initial responsibility for this position will require the Research Officer to prepare a project plan outline for approval. This project plan will include the approach, deliverables, milestones and timelines.
 - As part of this selection process, applicants must submit a written outline with their application that describes the methodology, tools and steps they will use to approach this specific project.
 - This outline will help the selection committee evaluate the understanding and approach relevant to this specific research project. **Applicants who do not submit this written assignment with their application will be screened out.**
2. Please indicate in your letter of intent whether you are a member of the AEU or the PSAC and, if so, to which Component or DCL you belong.
3. All applications must be submitted by email to Mark Weber at the following email address: mark.weber@ciu-sdi.ca. Please specify "CIU – Research Officer" when submitting your application.
4. Applications will be received until close of business on **August 11, 2025 (5:00 p.m. ET)**.
5. Exams and/or interviews will be held shortly thereafter.

Customs and Immigration Union
1741 Woodward Drive, Ottawa, Ontario, K2C 0P9
Telephone: 613-723-8008; facsimile: 613-723-7895; website: www.ciu-sdi.ca