



Canadian Union of Public Employees • Local 1281
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Union Staff Representative - Part-Time Permanent Position

CUPE 1281 IS SEEKING A UNION STAFF REPRESENTATIVE

PART-TIME PERMANENT POSITION

A small grassroots union with multiple workplaces around the province is seeking to hire a Staff Representative. The Part-Time Staff Representative works with the Full-Time Staff Representative as the Local's main contacts for servicing over forty workplaces and over three hundred members. The start date will be as soon as possible and determined with the successful candidate.

Applicants should have demonstrated experience in, and an extensive knowledge of unions and labour relations to assist and expand the union's capacity through bargaining strong collective agreements and representing members in small workplaces.

Salary: \$34 dollars/hour with a 24 hour work week.

REQUIREMENTS:

The selected candidate must be able to perform the following duties and other related duties:

1. **Membership Service:** The Staff Representative is a resource person and advisor for members with work related problems. In this regard, the Staff Representative shall a) provide assistance and accurate advice with grievances and discipline; b) advise members as to their rights and obligations under relevant legislation and regulations, the Collective Agreement, CUPE National Constitution and the Local's By-laws.
2. **Grievances, representation, arbitrations, and other legal matters:** The Staff Representative advises and represents members; investigates, prepares, presents and represents members in grievances with the assistance of Stewards and Executive officers; and assists with arbitrations, Labour Relations Board (or equivalent) proceedings and makes determinations on the merit and filing of grievances or resolving workplace/policy issues in alternative formats.
3. **Contract Negotiations:** The Staff Representative is the Chief Negotiator for sub-local bargaining teams, and is the lead for all tasks associated with contract negotiations, including research, drafting of contract proposals, bargaining, organizing around the bargaining process, conciliation, mediation, and preparation for job action.
4. **Resource to the Executive:** The Staff Representative is a resource person and advisor to the local Executive and assists it in the carrying out of its duties. The Staff Representative will, unless otherwise advised, attend monthly Executive meetings and shall report to the meeting, as deemed appropriate by the Executive. When requested, the Staff Representative shall attend membership and sub-local membership meetings, and Local committee meetings.
5. **External Liaison:** The Staff Representative is a liaison between the Local and the Local's Employers and other affiliated groups, including unions, associations, and students' unions.
6. **Office Administration:** The Staff Representative will aid the Local President, and Administrative Coordinator to ensure efficient operation of the Local's Office in all

administrative matters. The Staff Representative shall also assist in the training of the Assistant Staff Representative.

7. It is understood that the emphasis placed on the tasks in this job description may vary from time to time based on the needs of the Local. Setting of priorities shall be done in consultation with the Full-Time Staff-Representative and the Local President.
8. This job requires the employee to travel to different parts of the province, and to work evenings and the occasional weekend as required and agreed to. The workspace is flexible and the office space available is sometimes shared.

QUALIFICATIONS:

- Post-secondary education in a relevant field or an equivalent combination of education and directly-related work experience in labour relations.
- Experience with trade unions and small social justice organizations is required.
- Direct experience in grievances, collective bargaining and other labour relations work including discipline, and membership representation.
- Ability to effectively establish priorities and meet deadlines while working in a high pressure work setting as demonstrated through experience in progressively responsible assignments.
- Excellent relationship management skills, including listening, advocating, negotiating, advising and conflict resolution, and situation-appropriate assertiveness are required.
- Understanding of collective bargaining, the Labour Relations Act, employment standards, workplace dynamics and the value of public services is required.
- Demonstrated knowledge of an anti-oppression framework and the ability to ensure communications and membership outreach are inclusive to the multiple needs of members
- Initiative, demonstrated organizational abilities, a high degree of accuracy, and the ability to work with minimal supervision.
- Above average oral and written communication skills in the English language
- Experience working with a variety of computer software applications and advanced word and database processing skills are essential.

SUBMISSION GUIDELINES:

Application deadline: Monday, June 4, 2018 at 5pm via email to cupe1281job@gmail.com

Please include a cover letter and resume in a single PDF document to the attention of the CUPE 1281 Hiring Committee.

Please no inquiries or phone calls. Only selected applicants will be contacted for an interview.

Interviews will be conducted on June 7, 2018 between 10am and 7pm.

CUPE Local 1281 is committed to employment equity, and encourages applications from women, Aboriginal people, persons with disabilities, racialized people, and LGBTIQ* people.

This position is unionized with the Canadian Union of Postal Workers (CUPW).