



# Alberta Union of Provincial Employees Job Description

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## **Classification: Union Representative**

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Date: 2 January 2018

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### **Summary of Duties:**

The Union Representative position is a highly responsible position where Labour Relations assignments are performed in areas identified by AUPE. The focus includes, but is not limited to, rights and interest arbitrations, Labour Relations Board hearings, negotiating collective agreements, WCB/LTD appeals, health & safety, pensions, and develop/present course content for union education.

### **Qualifications:**

#### **Education**

- Bachelor's Degree in Business, Economics, Political Science or a related field would be highly preferred.

#### **Knowledge, Skills and Abilities**

- Demonstrated working knowledge and understanding of labour legislation and Collective Agreements.
- Demonstrated ability to communicate with and relate to staff, membership, media, the public and outside organizations.
- Demonstrated organizational, writing, research, communication and interpersonal skills and leadership qualities.
- Ability to deal effectively with co-workers, members and others under stressful conditions.
- Ability to work against specific deadlines and be able to work well under pressure.
- Ability to exercise tact and judgment.
- Ability to display the attributes of self-motivation and individual initiative.
- Having background knowledge of the labour movement in general, and AUPE in particular, is an asset.
- Must possess a valid driver's licence.

## **Experience:**

- **Previous:** At least two (2) years of previous experience is needed, preferably in a Unionized environment.
- **On the Job:** Nine (9) months on the job to become familiar with the filing system, database, computer systems, related programs/software, and AUPE policies and procedures.

## **Key Activities/Assignments:**

### **A. Disputes and Arbitrations**

- a. Extensive experience in interpretation and application of various Collective Agreements and all related Statutes. The incumbent must have the ability to formulate reasonable arguments as to the possible application/interpretations in collective agreements and legislation.
- b. Experience in presenting arbitrations and applications to various boards, especially the Labour Relations Board.
- c. Experience in analyzing cases and formulating credible advisory approaches to case conduct and disposition, particularly arbitrations and Labour Board hearings.
- d. Experience in researching, writing and presenting briefs on matters that are complex and technical in nature.
- e. Experience in negotiating and writing settlement documents
- f. At times the incumbent will be expected to work against specific deadlines and face difficult situations, therefore, the incumbent must work well under pressure. The ability to deal effectively with co-workers, members and others under these conditions requires the incumbent to possess good interpersonal skills.
- g. The incumbent must be able to advise union staff on all matters arising out of arbitration awards and the interpretation and application of collective agreements.

### **B. Health & Safety/LTD/WCB**

- a. Extensive experience in interpretation and application of various Collective Agreements, Insurance Plans, WCB legislation and policies, and Labour Law Statutes. The incumbent must have the ability to formulate reasonable arguments as to the possible application/interpretations of the rights and entitlements found in such plans and legislation.
- b. Experience in analyzing cases and formulating credible advisory approaches to case conduct and disposition, particularly disability appeals and WCB appeals.
- c. Experience in researching, writing and presenting briefs on matters that are complex and technical in nature, including LTDI AND WCB Appeals.
- d. Experience in negotiating and writing settlement documents.
- e. The incumbent must be able to liaise with insurance companies, the employer's specialists (pensions, health and safety), or workers compensation advisors when representing members.
- f. Extensive knowledge and experience is required in order to act as a resource to labour relations' staff for issues such as return to work and/or duty to accommodate.

### **C. Pensions**

- a. Extensive experience with Regulatory Pension Legislation, Statutory Public Pension Plans (specifically LAPP and PSPP), and private sector pension plans. The ability to interpret relevant plan and trust documents is essential. The incumbent must have the ability to formulate reasonable arguments as to the possible application/interpretation of the rights and entitlements found in such plans and legislation.
- b. The ability to present appeals or arbitrations relating to pensions under a Collective Agreement is required.
- c. Experience in interpretation and application of various Collective Agreements, Pensions Plans, and Labour Law Statutes.
- d. Experience in analyzing cases and formulating credible advisory approaches to case conduct and disposition of Pension issues.
- e. Experience in researching, writing and presenting briefs on matters that are complex and technical in nature, including Pension issues.
- f. Experience in negotiating and writing settlement documents.
- g. The incumbent must be able to liaise with pension plans, pension administrators, or the employer's pension specialists when representing members.
- h. Extensive knowledge and experience is required in order to act as a resource to labour relations' staff for pension issues.

### **D. Negotiations**

- a. Extensive experience in interpretation and application of various Collective Agreements and all related Statutes. The incumbent must have the ability to formulate reasonable arguments as to the possible application/interpretations in such collective agreements and legislation.
- b. Extensive experience preparing bargaining proposals, by retrieving and analyzing contract language, compensation data, benefit plans, etc.
- c. Extensive experience acting as the Spokesperson with the authority to bargain on behalf of the Union when negotiating Collective Agreements.
- d. Experience in preparing and presenting Interest Arbitrations, either independently or with assistance.
- e. Experience in processing grievances, and act as advisor and resource to Membership Services Officers and Stewards on contract interpretation matters and the processing of grievances.

### **E. Education**

- a. Extensive experience in developing and delivering Education Courses.
- b. Extensive experience in developing course materials and experiential activities for adult learners, using Adult Education techniques and processes.
- c. Experience developing educational materials/experiences/courses that fit into a Union-focused program is an asset.
- d. Experience in coordinating, assessing and training of the course presenters.
- e. Experience in organizing and facilitating Education Conferences, Schools, Seminars, etc.

- f. Experience in interpretation and application of various Collective Agreements and all related Statutes is an asset, as is the ability to formulate reasonable arguments as to the possible application/interpretations in such collective agreements and legislation.
- g. Acting as a liaison on behalf of AUPE with other Labour Organizations in the areas of Union Education.

**F. Essential Services**

- a. Experience acting as the spokesperson with the authority to negotiate on behalf of the Union as related to essential service agreements.
- b. Experience in interpretation and application of legislation, processes and agreements related to essential services, collective agreements and all related statutes. The incumbent must have the ability to formulate reasonable arguments as to the possible application/interpretations in essential service agreements and legislation.
- c. Experience in preparing proposals and positions for the necessary components of an essential service agreement (ie. determination of essential duties, essential service staffing and agreement language governing work stoppage terms).
- d. Experience in preparing and presenting through various legal and administrative procedures and through applicable administrative tribunals.
- e. Experience in providing guidance and coordination as necessary to the ESA team.
- f. At times the incumbent will be expected to work against specific deadlines and face difficult situations, therefore, the incumbent must work well under pressure. The ability to deal effectively with co-workers, members and others under these conditions requires the incumbent to possess good interpersonal skills.
- g. The incumbent must be able to advise union staff and members on all matters arising out of the interpretation and application of essential service agreements and related administrative or legal decisions.

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all the work assignments that may be inherent to the job.

Any revisions of the document must be approved by the *Executive Director*.

**Validating Signature:**

**AUPE:** \_\_\_\_\_

Dated this day \_\_\_\_\_ of \_\_\_\_\_, 2008