

**Position** Union Development Labour Representative  
**Affiliation:** Union of Labour Representatives of Ontario (ULRO)  
**Location:** 1505 Carling Ave.  
**Salary:** \$110,988.06 to \$118,394.29 Annually. Conditions of employment are set out in the collective agreement between CUPE 503 and ULRO, and include a pension and competitive benefits package.

**Competition Posting Date:** June 19<sup>th</sup> 2020

CUPE 503 represents almost 10,000 members in 13 Collective Agreements spanning from Cornwall to Pembroke with a large number of members in the City of Ottawa. In addition to providing strong representation for our members we have a deep commitment to strengthen and continue to build public services for people in our region, and we see the fight against privatization as integral to all that we do.

**Job Summary:**

Under the direction of the President or designate the Union Development Labour Representative will have a knowledge of issues affecting CUPE 503 members and all applicable workplace legislation such as the *Employment Standards Act, Labour Relations Act, Occupational Health & Safety Act, and Human Rights Code*. The Union Development Labour Representative will provide advice to members on their rights, represent members at grievance meetings, negotiate grievance settlements, and attend Mediation/Arbitration dates. The Union Development Labour Representative will be required to act as a support to negotiations under the direction of the President in Collective Bargaining as required. The Union Development Labour Representative will be responsible for the implementation and delivery of education and development programs under the direction of the President or designate in consultation with the Executive Board of CUPE 503.

**Education and Experience:**

Required:

- Minimum of Grade 12;
- Minimum of 5 years' experience in collective bargaining negotiations, including drafting proposals and reviewing employer proposals
- Minimum of 5 years' active experience as a Union representative attending representation meetings with members and respective employer(s) or equivalent experience;
- Minimum of 5 years' active experience in union education and proven skills in popular education, leadership, conflict resolution, strategic planning and public speaking;
- Must possess and maintain valid G license; and
- Must own a vehicle for purposes of business travel during the work day (compensation is provided in accordance with the ULRO Collective Agreement);

**Desired qualifications:**

- Additional training on LTD, Duty to Accommodate, Harassment and Bullying;
- Develop, organize and facilitate workshops addressing a diverse range of topics;

**Language:**

- English, reading, writing and oral required
- French reading, writing and oral is an asset

**Knowledge:**

- Knowledge of all of CUPE 503's Collective Agreements
- Working knowledge and understanding of Ontario's various employment and labour related legislation including but not limited to:
  - *Labour Relations Act*
  - *Human Rights Code*
  - *Employment Standards Act*
  - *Occupational Health and Safety Act*
- Knowledge of Microsoft Office and Grievance Tracking Databases and software
- Knowledge and awareness of the issues facing CUPE's racialized and Indigenous members as well as the rise of precarity as it relates to union engagement

**Skills / Demonstrated Abilities:**

- Ability to understand and interpret collective agreements, applicable legislation and employer policies and directives;
- Excellent communication and advocacy skills, both oral and written;
- Identify union development and education needs and develop a comprehensive program and processes to meet those needs;
- Ability to use various educational media tools;
- Excellent interpersonal skills especially when dealing with individuals experiencing extreme stress and/or with mental health issues;
- Ability to multi-task/office organizational skills;
- Ability to advocate on behalf of members against Employers;
- Excellent time management skills, ability to work under pressure and to meet deadlines;
- Ability to work independently and as part of a team;
- Ability to negotiate effective solutions to workplace issues;
- At the direction of the President support the lead negotiator in collective bargaining
- Typing and computer skills (ie. email, word processing etc.); and
- Maintain a professional approach at all times.

**Personal Suitability:**

- Tact, initiative, reliability and helpful attitude in dealing with other staff and members at all levels
- Attention to detail
- Motivated team player

- Energetic and resourceful

Anticipated Start Date of Employment will be September 8<sup>th</sup> 2020.

**How to Apply:** Please submit your cover letter and resume to **CUPELocal503.employment@gmail.com** no later than **4 p.m. on June 29<sup>th</sup> 2020.**