

LOCAL UNION REPRESENTATIVE

The Telecommunications Workers Union, United Steelworkers National Local 1944 represents over 8,000 telecommunications members and workers in related fields for over 75 years, the majority of which are employed at Telus and Shaw Cable.

We are seeking to hire a full time Local Union Representative to work out of our Edmonton, Alberta office.

The Union is seeking a person with the following qualifications:

- Minimum of 10 years of relevant experience with labour relations matters is desired;
- Arbitration experience is required;
- The ability to negotiate successful outcomes for our members in the grievance, arbitration, and collective bargaining process;
- Excellent writing, communication, problem solving and computer skills in Outlook, Excel, Word, and Power Point;
- Experience working as part of a team in a fluid, fast-paced environment, with minimal supervision;
- Background and/or experience working in the telecommunications sector is an asset; and
- Must have the ability to exercise discretion, confidentiality and good judgment at all times.

Key responsibilities of the Local Union Representative will include, but are not limited to:

- Working in a highly effective, collaborative team environment focused on serving members;
- Representing, advising and supporting members and unit executives in accordance with all applicable federal and provincial legislation, collective agreements, policies, guidelines and employment benefits plans;
- Ensuring consistent interpretation and application of collective agreements;
- Advising and representing members in formal and informal labour relations issues including arbitrations, grievances and meetings with their employer;
- Conducting appropriate research and preparing all relevant documentation for formal proceedings on assigned labour relations cases;
- Developing and maintaining strong working relationships, based on respect, integrity and trust, with the membership, unit executives, National Executive Board and other key stakeholders;
- Attending unit meetings to inform the membership of union activities, understand local issues and build relationships;
- Facilitating or assisting training sessions when required;
- Informing the membership of government decisions that will impact the telecommunications sector;
- An aptitude and eagerness to be a leader in organizing, health and safety, human rights, political and legislative action, labour education or other committee assignments; and
- Other duties as assigned by the National President.



Telecommunications Workers Union, United Steelworkers National Local 1944

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SELECTION CRITERIA:

- Knowledge of employment and labour law, privacy legislation, and legal research skills;
- Understands the political environment nationally, provincially and locally;
- Strong social justice values and supportive of the union movement;
- Self-starter, high energy – ability to work proactively and independently to create a positive working culture;
- An astute leader with excellent interpersonal, communication and decision-making abilities;
- Creative thinker, resourceful and capable problem solver, who is open to suggestions and thinks outside the box;
- Highly organized with the ability to manage a large workload; and
- Excellent project management skills including the ability to meet tight deadlines.

There is a requirement for travel; a valid driver's license, vehicle and passport are required. This position will be located in Edmonton AB, with travel across the province, Canada and occasionally into the United States.

This is a challenging job that requires substantial knowledge, patience and understanding of the interests of our members and the labour relations industry in general.

SALARY

This position is Monday to Friday 8:30am to 4:30pm and requires occasional evening and weekend work. We offer a competitive salary of \$91,108.12 yearly and a benefit package. Wages and benefits for Local Union Representatives is set out in the Collective Agreement between USW Local 2009 and USW Local 1944.

RESUMES

As an equal opportunity employer, USW Local 1944 encourages resumes from members of all equity seeking groups.

Candidates should submit their resumes by **Wednesday, October 6, 2021** at 4:30pm Pacific Time to Donna Hokiro, the National President, at president@usw1944.ca.

All resumes will be kept confidential. Only applicants to be interviewed will be contacted.

We thank all applicants for their interest.