



**Job Posting  
Staff Representative 1  
Permanent Full Time Position**

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CUPE Local 15 is now accepting applications for a full time position as Staff Representative 1.

The combination of duties performed by a SR1 varies widely for each assignment due to constantly changing priorities and needs. The successful candidate will have a flexible work schedule and may be required to work evenings and/or weekends when necessary. The successful candidate must have a thorough understanding of trade unions, a solid history of work within the labour movement, and be able to demonstrate their abilities. The position requires extensive knowledge of public sector collective agreement administration and will keep current with developments in labour law and trade unions generally.

The duties of this position include managing a variety of and multiple collective agreements, and providing direct assistance to stewards, committees, and the elected executive board as required. Significant experience in filing, preparing, and presenting all types of grievances, appeals, arbitrations, hearings, job evaluation and reclassification plans. The success applicant will serve as a resource to bargaining committees and other union staff.

Other duties will include applying, interpreting and writing proposals, Letters of Understanding or Memorandums of Agreement and collective agreement language, and writing responses to employers regarding a wide variety of labour relations matters. The successful candidate will have proven time management capabilities and the ability to effectively prioritize a rapidly changing high volume of work, and possess excellent verbal and written communication skills.

The successful candidate will report to the President or designate who oversees day to day work assignments and special projects. Work tasks are self initiated or determined through the Staff Advisory Committee by the Executive Board. The successful candidate must demonstrate the ability to lead and provide ongoing education, mentoring and guidance to a large shop steward network and act as a liaison to various committees as assigned and adhere to firm timelines as required.

The successful candidate must exercise good judgment and have excellent problem solving and leadership skills. Travel within the Metro Vancouver area is required to effectively perform the duties of this role. Knowledge and experience in collective agreement administration is essential as is the ability to read and analyze the merits of disputes, maintain files, gather, prepare and submit evidence along with all relevant documents, conduct research and related precedence, and in methods and dispute resolution processes.

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Significant knowledge of all related aspects of labour relations such as compensation, wage administration, technological change, and pay equity is required. Must be able to effectively evaluate the legitimacy of disputes with employers and members, union staff and their representatives, arbitrators, lawyers, consultants and representatives of government agencies and other unions. Must be able to work in a team environment and effectively conduct meetings, interviews, present positions, make arguments, negotiate agreements, write detailed reports, and deal with members while using a high degree of discretion with matters of a highly sensitive and confidential nature. The successful candidate must establish their significant knowledge in the principles of attendance management or wellness programs, demonstrate substantial knowledge regarding the legal duty to accommodate, occupational health and safety, bullying, harassment, and human rights legislation. The successful candidate must have the ability to develop and maintain good working relationship with an elected executive board, stewards, members, and co-workers.

Required:

- Extensive experience in determining the merits of labour relations matters
- Knowledge of CUPE Local 15's organization, policies and procedures, and constitution and bylaws
- Demonstratable knowledge of collective agreement language and interpretation of collective agreements
- Excellent written and verbal communication skills
- Significant knowledge of labour relations, human rights, collective bargaining, grievance handling, arbitrations, technological change, occupational health and safety, pay and employment equity, benefits, employee assistance, and harassment
- Thorough knowledge and the ability to use computer equipment such as Outlook, and Microsoft Word and office programs
- Valid BC driver's license and transportation that meets the needs of the local

The above should not be viewed as a comprehensive list of requirements. This position is subject to the terms and conditions of employment of the BC Union Workers' Union collective agreement which includes a 70 hour nine-day fortnight work schedule, a car allowance, and a 2019 salary range of \$6920 per month during probation with an end rate of \$7170 per month.

Applications must be received no later than 4:00 p.m. on April 5, 2019. Applications may be mailed or hand delivered to the CUPE Local 15 Office in a sealed envelope marked confidential to the attention of Sally Bankiner, Secretary-Treasurer, 3<sup>rd</sup> Floor - 545 West 10<sup>th</sup> Avenue, Vancouver, BC V5Z 1K9 or emailed to [sbankiner@cupe15.org](mailto:sbankiner@cupe15.org) with "Staff Representative Application" in the subject line. All applications must be complete and include writing samples, previous experience, qualifications, and contact information for employment references with a covering letter. By submitting an application, you are thereby agreeing to CUPE Local 15 contacting any references deemed appropriate.

NOTE: Please be aware that we in the process of selling the CUPE Local 15 office building as it is old and not accessible for those with mobility issues. Please contact the Secretary-Treasurer, Sally Bankiner, if you require further information regarding the physical plant and accommodations.

While we appreciate your interest, only applicants who are short listed for an interview will be contacted.