

Education Representative

Summary of Work

Under the direction of the Chief, Labour Relations & Operations (“CLRO”), the Education Representative (“ER”) is responsible for providing leadership and assistance regarding the Union’s education program, including the preparation/coordination of Union conferences, membership meetings, and Union events. They also support the Executive Board in its Leadership and Engagement initiatives through various Union committees, initiatives and/or campaigns. The ER initiates and maintains contacts with a variety of internal and external contacts in the broader BC and Federal Union Movement.

The ER is also responsible, with the support and assistance of the CLRO, for all aspects of the job evaluation process. This work includes representing the Union in discussion and negotiation with WCB regarding job classification matters. The ER also assists CEU’s external legal counsel with the preparation and presentation of disputes to Job Evaluation boards of arbitration.

Responsibilities

1. Provides leadership, direction and assistance to Executive members and stewards in the grievance process: assists Executive members and stewards build and implement leadership and communication skills in a dynamic, democratic union setting;
2. Regarding the job evaluation system, interprets the collective agreement for Executive, stewards and members, providing interpretations through: the researching of grievance files, bargaining notes, past practice, labour law and other sources as required; consulting with other Business Representatives and the CLRO as necessary; and, seeking legal advice as directed.
3. Assists and supports stewards and Executive in their communications with members: working with the Communication Representative and others internally at CEU, provides direction to stewards regarding meetings with members to disseminate and gather information and implement specific campaigns; prepares speakers notes, lists of questions, and may attend meetings with members; assists Executive with preparations and presentations for meetings with members; may make presentations to membership meetings.
4. Represents the Union in discussion and negotiation with all levels of management of the Workers’ Compensation Board regarding job evaluation matters: communicates directly with employer representatives on day-to-day, short and long-term issues, including matters of policy and procedure; sits on related joint committees with Union and Board appointees; researches and prepares positions and negotiates related agreements.
5. Assists external legal counsel with the preparation and presentation of disputes to boards of arbitration: researches grievances and decides on the merits of pursuing them to arbitration; in consultation with the CLRO, makes agreements for the resolution or withdrawal of job

evaluation grievances prior to or during mediation or arbitration; makes recommendations to the CLRO when there is a need for legal advice or outside counsel; assists with research, preparation, and provides direction to counsel in cases where outside counsel has been engaged; may appear as witness before arbitration boards.

6. Receives, reviews and approves or disputes new and revised job descriptions, factor scores, and related KSAs for the job evaluation process; meets with members and employer representatives regarding job descriptions and evaluations; advises and guides members through the job evaluation and member initiated review process; prepares and conducts disputes through the dispute resolution process; negotiates settlements; prepares and presents, or assists with the presentation of disputes to boards of arbitration.

7. Coordinates the activities of various Union committees as needed: provides guidance, direction, and advice to committee members; prepares or assists with the preparation of agendas; attends and participates in committee meetings; conducts research for or guides the research of the committee; liaises with and coaches committee members in committee business; consults with the Executive and CLRO regarding the work of the committee.

8. Assists with and supports the activities of the Executive: attends and participates in meetings as a non-voting member; provides advice and may make recommendations on specific issues; identifies issues and brings them to the attention of the Executive and CLRO; provides input into Union policy and procedure; prepares and presents reports; reviews and comments on draft documents; meets with and works with Executive members on specific issues.

9. Assists with and supports the activities of the bargaining committee: attends and participates in meetings as a non-voting member; assists in developing and presenting educational material with regard to bargaining for the Executive, Negotiating Committee/Team, Stewards and/or Members; assists in the research and preparation of proposals for collective bargaining by reviewing current collective agreement language, researching history, experience and trends, and identifying deficiencies; makes recommendations regarding strategic planning for bargaining; assists in the dissemination of information to the stewards and the membership, and in the conduct of ratification and strike votes.

10. Assists with CEU activism, including initiatives or campaigns related to specific issues: conducts background research regarding specific issues related to union and individual rights, or involving matters such as legislative, regulatory or organizational change; identifies and liaises with other organizations, particularly other unions, activists, and Houses of Labour. May also liaise with community and business groups, government agencies; solicits and coordinates partnerships and support; prepares for and attends related meetings, and may make presentations.

11. Assists in the development and implementation of the Union's education program, including: providing input into topics for training; researching, designing and delivering educational curriculum to Stewards, Executive, Staff and/or Members at union events; preparing and delivering educational sessions related to specific issues such as topical social justice matters, the broader work of the Union Movement in BC and/or Canada, new Collective Agreement language

etc.; updating and maintaining the Steward Manual; training and supporting observers to selection panels; and, participating in external union training initiatives.

12. Provides assistance and support, as required, in the preparation for and coordination of Union conferences, membership meetings and other events.

13. Initiates and maintains contacts with unions, government, public and private agencies and other groups, as assigned.

14. Attends regular staff and team meetings.

15. Responsible for maintaining up-to-date activity records and reports; provides input into records systems development and management.

16. Contributes articles to the CEU newsletter.

17. Maintains current knowledge of relevant developments in the Union Movement and social justice issues within BC and abroad, labour relations practice: reads relevant Union and Social Justice publications, arbitration awards, Labour Relations Board, human rights, and other decisions; attends and participates in related courses, seminars and conferences.

18. Travels to Area Offices as required.

19. Performs other duties directly related to the functions of the position as described above.

Required Knowledge, Ability and Skill

Knowledge of the BC and Canadian Labour Structure.

Knowledge of topical Union Movement priorities and events within BC collective bargaining trends, and job evaluation practices.

Knowledge of popular education and models.

Knowledge of relevant legislation and regulations related to labour relations work.

Knowledge of the Collective Agreement, Constitution and By-Laws of the Union.

Knowledge of and experience in negotiation, mediation and/or conflict resolution methods and techniques.

Knowledge of computer software and hardware sufficient to perform the duties of the position.

Ability to develop adult education curriculum related to topical and historic social justice and Labour matters.

Ability to train Union Representatives, Members, and external stakeholders on a wide-range of topics

Ability to liaise with elected Union officials within and outside of CEU.

Ability to provide leadership training to Executive members, stewards and committees in the representation of the membership.

Ability to interpret and apply the Collective Agreement and related legislation, regulations, policies and procedures.

Ability to negotiate with all levels of management at the Workers' Compensation Board.

Ability to conduct research, prepare and present written and/or verbal submissions or presentations.

Ability to coordinate and support various committees, and to provide input into Union initiatives, actions, policies and procedures.

Ability to maintain confidential information.

Ability to attend to detail, deal with pressure, high volumes of work and respond to deadlines.

Ability to exercise initiative, to work independently, and to work well within a team.

Ability to communicate effectively, both verbally and in writing, to establish and maintain a wide variety of internal and external contacts, and to exercise courtesy, tact, diplomacy and persuasion in dealing with others.

Ability to establish and maintain detailed records and to prepare activity reports and official correspondence.

Relationships

Reports directly to the CLRO who assigns the work in accordance with overall direction determined by the Executive. Works independently on the day-to-day responsibilities of the position. As necessary, seeks assistance of, and may provide work direction to Office Administrators.

Education and Experience

Grade 12 and relevant college/university education, supplemented by training and experience: working for a Labour Union/Labour Organization; developing and presenting written and verbal Labour education; training/leading Union/Labour campaigns and five years of directly related experience, or an equivalent combination of education, training and experience.

