

UNITED NURSES OF ALBERTA

CLASSIFICATION DESCRIPTION AND PERFORMANCE OBJECTIVES LABOUR RELATIONS OFFICER

GENERAL

The Labour Relations Officer classification with the United Nurses of Alberta is the working level union representative employed with a public sector trade union. Reporting to the Manager of Labour Relations, the Labour Relations Officer is responsible for providing a wide range of union service to the locals and members of the union.

SKILLS, ABILITY AND TRAINING

While the classification of Labour Relations Officer does not require a university degree, formal post secondary education in one or more of the following areas is desirable: (a) industrial/labour relations; (b) nursing, (c) social sciences [especially economics, political science or law] (d) management studies.

Skill in negotiating and grievance handling is essential.

Incumbents must have excellent written and oral communication skills.

Incumbents must be familiar with Canadian labour law and in particular conversant with the provisions of the relevant Alberta labour legislation.

PERSONAL QUALIFICATIONS

The incumbent must display tact, maturity, good judgement, and the ability to empathize with people from a variety of social and cultural backgrounds.

The incumbent must be committed to the principles of trade unionism, and must be familiar with topical issues within the Canadian labour movement.

The incumbent must be prepared to work irregular hours on an occasional basis and to travel throughout Alberta.

The incumbent must possess a valid Alberta driver's license.

DUTIES

Under the general direction of and as assigned by the Manager of Labour Relations, Labour Relations Officers:

Provide a full range of union services to assigned Locals and their members. In particular, the Labour Relations Officer may be assigned any or all of the following:

- interpret collective agreements to members, locals and Employers;
- assist locals and members in filing grievances;

- attend grievance meetings as required at various step in the grievance procedure;
- participate in the appointment of nominees to arbitration boards;
- prepare and present the unions case before arbitration boards as assigned;
- prepare or assist in the preparation of proposals for collective bargaining;
- participate in the planning and preparation necessary before the commencement of collective bargaining;
- act as spokesperson on behalf of locals at the bargaining table;
- participate in the ratification and/or strike meetings as assigned;
- assist the local executive in the efficient administration of the local;
- attend meetings of locals and districts as assigned;
- prepare and present, or assist in the preparation and presentation of briefs to relevant groups where so assigned.

Co-ordinate or participate in organizing campaigns.

Contribute to and participate in the organization and delivery of the union's education program.

Contribute material for publication in the United Nurses of Alberta publications.

Contribute to the planning activities of the union by recommending to the Manager of Labour Relations objectives and plans within his own area of responsibility.

Attend assigned committee meeting of the Executive Board Committees as assigned and provide assistance as required.

May be required to assist in research, preparation of briefs, reports or other projects as assigned.

May perform other duties as assigned.

PERFORMANCE OBJECTIVES

Policies and Procedures

The Labour Relations Officer must be familiar with the constitution and policies of the United Nurses of Alberta, as well as the office procedures and protocols, including the general content of and location of files, library and research resources, the collection and rebates of dues, and the organization of work and proper lines of communication within the United Nurses of Alberta structure.

Legislation

The Labour Relations Officer shall be conversant with the major provisions of all relevant legislation.

Collective Agreements

The Labour Relations Officer must be thoroughly acquainted with the specific provisions of the collective agreements, and must be able to advise locals and members with respect to contract interpretation and grievances.

Locals and Districts

The Labour Relations Officer shall be able to develop an effective working relationship with her assigned locals and with the Districts.

Staff

The Labour Relations Officer shall have an effective working relationship with other staff members of the union.

Special Assignments

The Labour Relations Officer shall show a high level of competency with respect to special assignments within the duties of the Labour Relations Officer made by the Manager of Labour Relations.

Personal Attributes

The Labour Relations Officer shall display the personal attributes essential for the effective execution of her assignments. Such attributes include a high level of tact, maturity, good judgement, and the ability to empathize with people from a variety of social and cultural backgrounds and a commitment to the principles of trade unionism. In addition, the Labour Relations Officer shall display the ability to establish goals as well as the ability to evaluate her achievement of such goals.