



2016 Unifor Local 229 Top Officer Job Descriptions

The following is a guide to the basic job descriptions for full time top officer positions of Unifor Local 229. The following represents the daily activities for President, Vice President, Financial Secretary and Recording Secretary. These are the basic job duties not including the duties required under the Unifor constitution.

As a trade union official or officer, you'll work full-time for a trade union, representing the interests of union members. You'll discuss any issues with employers such as health and safety, pay and redundancy. At regional level, you might: advise on legal or health and safety issues recruit, train and support local officials and shop stewards deal with local disputes and case work as a learning representative, promoting learning and education programs to local members. At national head office level, you might: develop national policy carry out research develop learning and education programs for members, work in media relations negotiate with employers' organizations, political parties and government. Skills, interests and qualities as a trade union official you'll need: a genuine interest in helping people political awareness and a keen sense of justice approachable manner excellent communication, negotiation and listening skills assertiveness, for handling challenging situations confidence in public speaking the ability to motivate and manage people good research skills patience and tact problem-solving ability.

Local 229 board member positions are unpaid, Local 229 top officer positions are full time positions paid as per Local 229 by-laws reported at general membership meetings. Hours of work include all evenings and weekends which are unpaid as they are salary positions based on a 7.5-hour work day. There is no banked time off, each position receives vacation based on what they earn within their work place and the terms and benefits of their current position at work.

Full time Unifor Local 229 Service Representative Position Description

Reporting to the general membership, executive board and the National Union this position is for an elected individual to service the Local 229 membership in all of northwestern Ontario and/or as assigned. As a full time servicing rep of the Local conducting union business in organized units, the Union Representative is responsible for dealing with all aspects of labour relations and increasing member engagement in the union. The Union Representative is responsible for accomplishing the majority of the positions duties autonomously. Each Unifor Local 229 top officer and service rep carries 10-15 workplaces as well as hold liaison committee responsibilities through out the membership. Each rep must be a member in good standing which includes attendance at all general and executive board membership meetings through out the terms attending every 2 out of 3 meetings consecutively.



Duties:

- Support and conduct all aspects of servicing to an assigned group of members.
- Participate as a delegate to community partner's boards such as district labour council, ODL and CLC meetings and events, Local 229 committees, Ontario Health Coalitions, Thunder Bay Health Coalition etc.
- Facilitate and coordinate General Membership Meetings, Steward Meetings, Labour Management Meetings, Site Visits, and Departmental Meetings in all units.
- Hold Grievance Meetings as needed to resolve outstanding grievances in the assigned bargaining units.
- Analyze, interpret and enforce collective agreements in assigned units.
- Resolve issues within units through interpretation and enforcement of contract and related legislation.
- Build and strengthen relationship between members and the Local by recruiting members to participate in the Union's membership engagement strategies and initiatives.
- Implement training and development of stewards, leaders, and members.
- Recruit and train stewards and ensures steward's effectiveness;
- Recruit and develop leaders to adopt and move the programs of the union among the membership.
- Participate in and help lead political action activities.
- Lead and/or assist in contract negotiations.
- Perform all duties as specified in the Local's policies and procedures and upholds union standards around contract campaigns
- Participate as required in new organizing efforts of health care workers to augment current collective bargaining agreements.
- Represent the local at various hearings in front of the Ontario Labour Relations Board including but not limited to rights arbitrations, interest arbitrations, and unfair labour practice hearings.
- Maintain assigned units within the Local's database system as per the Unions procedures and practices.
- Complete all related administrative tasks including drafting letters, processing expenses, completing reports, drafting emails, participating in conference calls, attending all required meetings.
- Other duties as assigned

General Requirements:

- Maintain valid driver's license and car.
- Ability to work anywhere in the Local 229 jurisdiction.
- Hours of work are whatever is required to meet various deadlines under the job requirements which include 2-3 weekly night meetings and many weekends.
- Required to follow policies and procedures as set out by Local 229.
- Further requirements and details as required by the Local.



Qualifications:

- Minimum of 3 years' experience as a union representative or in a similar capacity;
- Or a minimum of five years of direct experience in labour relations.
- Post-secondary education in labour relations an asset
- Understand all relevant legislation that affects members.
- Ability to travel by motor vehicle for long distances and durations of time.
- A combination of education and experience is an asset.
- Excellent spoken and written English skills
- Punctual, accurate, meticulous and reliable
- Courteous manners with the public
- Proficient in Microsoft Office Suite

Proven experience required.