



Canadian Union of Public Employees, Local 1004
#160 – 111 Victoria Drive, Vancouver, BC V5L 4C4
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1004 JOB POSTING (Revised)

BUSINESS AGENT

POSITION:	BUSINESS AGENT
DURATION:	2 FULL-TIME PERMANENT POSITIONS
SALARY:	\$43.24 / HOUR
HOURS:	4 DAYS PER WEEK, 40 HOURS PER WEEK

These positions are regular full-time positions responsible for providing labour relations assistance to CUPE Local 1004.

DUTIES AND RESPONSIBILITIES:

Under the direction of the President, in close liaison with the other Local Business Agents and National Representative, the successful applicant will be required to perform some or all of the following functions:

1. Administers collective agreements for assigned bargaining units.
2. Provides direct assistance to members of assigned bargaining units.
3. Prepares and presents grievances for assigned bargaining units.
4. Represents assigned bargaining units in various Labour Relations Board proceedings; represents assigned bargaining units to various elected employer bodies.
5. Serves as a resource person to assigned Union committees and sits as a member on various ad hoc planning, advisory and joint committees as assigned.
6. Assists in providing advice to bargaining units regarding collective bargaining as assigned.
7. Assists the President with special projects and emergency situations; performs related research tasks as directed.
8. Provides training to shop stewards and Union officers; prepares course outlines and materials; conducts seminars and workshops. Writes letters, memos, notices, bulletins, articles and reports.
9. Maintains files related to collective bargaining, collective agreement administration and grievances; may operate a personal computer and use database software to assist in keeping records.
10. Maintains contact with other unions and trade union organizations; maintains an awareness of current developments in the trade union movement by reading and attending courses and seminars.
11. Attends and participates in regular Business Agents meetings and other administrative meetings as required.

REQUIREMENTS:

- Grade 12 supplemented by union education and courses in trade union topics, plus related trade union experience and a demonstrated commitment to trade union principles, or an equivalent combination of training and experience.
- An ability to write clearly, communicate findings and express complex technical issues in a simple and understandable way.
- Ability to conduct meetings, present positions and arguments, negotiate agreements, respond to emergencies, deal sensitively with people who may be angry or distressed and use discretion in discussing matters of a highly confidential nature.
- Ability to read and analyse all relevant documents, to conduct research and to prepare grievance and appeal presentations, correspondence and technical documents such as reports and letters of agreement.
- Ability to work independently, keep track of and adhere to time limits and deadlines.
- Ability to read, write and speak in the English language.
- Applicants should be able to work variable working hours as required.
- Valid BC driver's license.

BENEFITS and PAY:

Wages and working conditions are governed by the collective agreement between CUPE 1004 and Local 467.

CUPE 1004 is committed to employment equity. We welcome diversity and encourage applications from all qualified individuals.

***Please submit your resume by e-mail to the attention of
Andrew Ledger no later than 10:00 am Monday, February 26, 2018.***

Email: president@cupe1004.ca

*We thank all applicants in advance; however only those selected
will be contacted for an interview.*