

Effective Date: TBD	
Job Title: Union Labour Relations Officer (Negotiator Role)	
Job Classifications: Union Labour Relations Officers	
Salary: As per Local Union Board Approval and Collective Agreement	
Job Purpose	
<ul style="list-style-type: none"> - To negotiate on behalf of UFCW Local 401 members while training and educating them. Will oversee and track progress of multiple negotiations. Will recommend strategies to move them forward and will pitch ideas and strategies for member engagement and completion of negotiations. 	
Goals and Objectives:	
<ul style="list-style-type: none"> • To negotiate the best contract possible given the individual situations • Good relations with employers at a higher level • Creative in problem solving using innovative methods and technologies • Participates in individual development pathways • Able to communicate to members about negotiations • Manages workload and work time • Works with all diverse stakeholders to promote UFCW in negotiations. 	
Reporting Relationships:	
Title of position to whom this job reports: President / Secretary Treasurer (or designate)	These positions report to this job:

Duties and Responsibilities

Negotiations:

- Attend and participate in the scheduled meetings
- Prepares for negotiations in advance, ensuring all relevant documentation is at hand, and identifies appropriate, achievable objectives
- Has stamina and patience in negotiation and does not give up, can handle hostility
- Listens attentively to others' point of view and searches for common ground
- Represents UFCW in long term, strategic negotiations, ensuring that negotiations are focused towards the needs of UFCW members
- Appreciates parameters within which to negotiate and determines appropriate strategy
- Assesses strengths and weaknesses of the position of others and develops appropriate tactics; anticipates the other party's point of view
- Knows when to break off discussions to allow for a time of reflection
- Is highly persuasive in situations where strong opposition or potential conflict exists
- Records / inputs information accurately and collates information appropriately.

Membership Meetings – Ratification / Strike Votes

- Communicates clearly, concisely, confidently and assertively
- Communicates calmly, courteously and tactfully
- Knows subject and is sure of content of communication, prepare and structures communication well
- Uses lay terms, not jargon and explains procedures to those not familiar with them
- Sets out arguments clearly and logically; persuades and influences others
- Adapts oral presentations to the views and level of knowledge of the audience where these are not as anticipated
- Ensure appropriate exchange of information
- Responds appropriately to members
- Deals positively with the local press, focusing on achievement
- Complete weekly reports on time

All other duties assigned

Key Technical Skills and Knowledge

- College or University degree in political science, labour studies or related field; or
- 5 years' experience in labour movement in Negotiating roles or;
- 5 years or more in a community negotiating role
- Advanced Microsoft Office Suite skills
- Social media skills
- Knowledge of and experience in social responsibility leadership
- Knowledge of ALRB rules and procedures and ALRA
- Knowledge of Alberta *Employment Standards Code*
- Knowledge of Alberta *Occupational Health and Safety Act*
- Knowledge of Alberta Human Rights
- Alberta's *Freedom of Information and Protection of Privacy Act*

Key Success Factors:

- Ability to oversee more than one contract negotiations at one time
- Strategic Thinking
- Organized
- Relationship building skills
- Conflict resolution
- Communicating
- Developing others
- Strategic focus
- Mediation and negotiation skills

Performance Measures:

- Members satisfaction with their collective agreement
- Higher level of member engagement
- Lower amount of grievances going to arbitration due to misunderstanding of contract language
- Legal fees are reduced
- Higher level of member satisfaction with the Local
- Higher number of first contracts settled without a strike

Competency Model:

- Creative thinker
- Negotiations
- Solving problems creatively
- Analytical thinking
- Mediation
- Interpersonal relations
- Engagement
- Achievement / Results Orientation

Job Fit:

- Ability to lead and execute a good contract agreement
- Ability to interact and build relationships with strangers
- Ability to lead in difficult situations with difficult people
- Ability to settle a collective agreement without a strike

Career Pathways:

- None at present time