



Employment Opportunity - Union Labour Relations Officer

- **Calgary, Alberta**

JOB DESCRIPTION

The roles and responsibilities of a Union Labour Relations Officer are to provide the membership with assistance, direction, support and guidance. Any applicant should expect to represent members in a number of different industries (retail, warehousing, food processing, healthcare and hospitality) and deal with multiple Collective Agreements.

A Union Labour Relations Officer should be prepared to travel outside of their home base to service assigned units throughout the province. As well, they must be prepared to lead and mentor Membership Engagement activities (pre-planning, strategic communication, combining strategy and tradition union values, celebrating success).

The applicant must understand, and be committed to, union principles and values. Our values, and our work, may require Union Labour Relations Officers to engage in community events to increase their cultural fluency and improve their representation of our culturally diverse membership.

Applicants must have a valid Class 5 driver's license and a minimum of three (3) years of continuous driving experience. A driver's experience letter may be required. The successful candidate will need to travel on occasion, work occasionally on evenings and weekends, with some on call work duties.

QUALIFICATIONS

- Practical understanding and experience in dealing with: Labour Relations, Human Rights, Workers Compensation, and Health and Safety
- Strong emotional intelligence, and be able to approach interaction from an interest-based approach
- Possess strong time-management, organization and communication skills, ability to take direction, goal oriented and strong attention to detail
- Strong written and oral communication skills
- Computer literate with proficiency in Microsoft Teams, Microsoft Office products and data base tracking
- Ability to deal with confidential and time-sensitive issues in a professional manner

Assets

- A working knowledge of social media
- Experience with collective bargaining, including conducting proposal, negotiations and ratification meetings, and votes
- Experience in political action
- A community leader and activism in social justice, diversity, equity and inclusion
- Ability to communicate in a second language
- Experience as a community leader and activist
- A university or college education, or degree in a relevant field
- 2 – 5 years of experience
- Knowledge of WCB

REMUNERATION

Remuneration and terms and conditions of employment for this position are covered by a Collective Agreement with IAMAW.

ADDITIONAL INFORMATION

Please submit your résumé and cover letter to the following address by end of business day on March 20, 2023, and be sure to highlight any assets and qualifications that you will bring to this position.

Crystal Ducharme
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