



## **Employment Opportunity Union Labour Relations Officer**

### **JOB DESCRIPTION**

The United Food and Commercial Workers (UFCW) Local 401 is Alberta's largest private sector union representing 32,000 members working in diverse industries such as retail, food processing, beverage production, hospitality, gaming, healthcare and education. We are a local union of the 1.3-million-member United Food and Commercial Workers International Union, representing working people across North America.

Our growing local union is currently seeking a candidate for a hybrid position of our Union Labour Relations Officer classification. This job the duties and responsibilities that would embrace those of a Chief Negotiator. Further, the successful candidate will also have the skills and ability to advocated and litigate labour arbitration cases of at least an elementary nature. This position will likely be based out of our main urban offices. It is up to a one (1) year contract with the possibility of extension. A Union Labour Relations Officer must be prepared to lead and mentor membership engagement activities (pre-planning, strategic communication, combining strategy and traditional union values). This role will require assuming a negotiator role on behalf of UFCW Local 401 members while training and educating them. The candidate will oversee and track the progress of multiple collective agreement negotiations. They will be responsible for recommending strategies to move collective agreement negotiations forward and will pitch ideas and strategies for member engagement and completion of negotiations. On an as needed basis, the successful candidate will be called upon to service bargaining units and administer collective agreements.

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. The applicant will be assigned labour relations responsibilities involving workplaces where they will be tasked with policing a collective agreement, filing grievances, engaging and supporting the members in those workplaces. From time to time, the successful application will be charged with preparing and arguing some labour arbitration cases. Knowledge of the *Labour Relations Code* is required and advocacy involving the Labour Relations Board may be required.

Applicants must have a valid Class 5 driver's license and a minimum of three (3) years of continuous driving experience and no major convictions. A driver's experience letter may be required. The successful candidate will need to travel, work occasionally on evenings and weekends, with some on call duties.

## **DUTIES AND RESPONSIBILITIES**

In addition to the duties and responsibilities described above, we emphasize the following job requirements:

- Prepare for negotiations in advance, ensuring all relevant documentation is at hand, and identifies appropriate, achievable objective.
- Represents UFCW Local 401 in long term, strategic negotiations, ensuring that negotiations are focused toward the needs of UFCW members.
- Listens attentively to others' points of view and searches for common ground.
- Conducts membership meetings, ratifications and strike votes.
  - i. Knows subject and is sure of content of communications, prepare and structures communications well.
  - ii. Uses lay terms, not jargon and explains procedures to those not familiar with them.
  - iii. Sets out arguments clearly and logically; persuades and influences others.
  - iv. Deals positively with the members, stakeholders and local press, focusing on achievement.

## **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
- Ability to communicate with members about negotiations, their grievances or their arbitration case.
- A commitment to union solidarity principles, equity, diversity, and inclusion as described in our Mission Statement <https://gounion.ca/your-union/mission/>.

## **ASSETS**

- 5 years' experience with collective bargaining, including conducting proposals, negotiations and ratification meetings, and votes.
- 5 years or more experience as a Union Representative or Human Resources spokesperson.
- Experience in arguing grievances at meetings and at arbitration.
- College or University degree in the social sciences, labour studies or a related field and significant experience as a union side collective bargaining negotiation.
- Advanced Microsoft Office Suite skills
- Knowledge of ALRB rules and procedures
- Knowledge of Alberta Employment Standards Code
- Knowledge of Alberta Occupational Health and Safety Act
- Knowledge of Alberta Human Rights Act
- Alberta's Freedom of Information and Protection of Privacy Act
- Working knowledge of all employment-related legislation

## **REMUNERATION**

Remuneration and terms and conditions of employment for this position are covered by a Collective Agreement with IAMAW. This is a contract for up to one (1) year, with the possibility of extension.

## **ADDITIONAL INFORMATION**

Please submit your résumé and cover letter to the following address by end of business day on Friday, March 22, 2024, and be sure to highlight any assets and qualifications that you will bring to this position.

**Crystal Ducharme**  
**UFCW Local 401**  
**100, 46 Hopewell Way NE**  
**Calgary, AB T3J 5H7**  
[jobapplication@ufcw401.ab.ca](mailto:jobapplication@ufcw401.ab.ca)