



## **Employment Opportunity**

### **United Food and Commercial Workers (UFCW) Local 401**

### **Union Labour Relations Officer (Negotiator)**

#### **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 position of our Union Negotiator in Edmonton, Alberta. A Negotiator 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.

The applicant must understand, and be committed to, union principles and values. Our values, and our work, may require the Union Negotiator 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 six (6) years of continuous driving experience, no major convictions, no more than three (3) minor convictions, and no claims/accidents in the last three (3) years. 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:

##### **Negotiations:**

- Attend and participate in the scheduled meetings

- Prepare for negotiations in advance, ensuring all relevant documentation is at hand, and identifies appropriate, achievable objective.
- Has stamina and patience in negotiation and does not give up, can handle hostility
- Listens attentively to others' points of view and searches for common ground.
- Represents UFCW Local 401 in long term, strategic negotiations, ensuring that negotiations are focused toward 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 highlight persuasive in situations where strong opposition or potential conflict exists
- Records / inputs information accurately and collates information appropriately.
- Ability to lead and execute a good contract agreement, ability to settle a collective agreement without a strike
- All other duties as assigned

#### Membership Meetings – Ratification / Strike Votes:

- Communicates clearly, concisely, confidently and assertively
- Communicates calmly, courteously and tactfully
- Adapts oral presentations to the views and level of knowledge of the audience where these are not as anticipated
- Ensures appropriate exchange of information
- Deals positively with the local press, focusing on achievement
- 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

- 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.
- 5 years or more in a community negotiating role.
- Experience in arguing grievances at meetings and at arbitration.
- College or University degree in political science, 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

### **ASSETS**

- 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/>.

### **REMUNERATION**

This position is a bargaining unit position and remuneration and terms and conditions of employment for this position are covered by a Collective Agreement with IAMAW.

### **ADDITIONAL INFORMATION**

Please forward applications to UFCW Local 401 by email to [jobapplication@ufcw401.ab.ca](mailto:jobapplication@ufcw401.ab.ca). Posting will remain open until a suitable candidate is found. Be sure to highlight any assets and qualifications that you will bring to this position.

Only candidates selected to be interviewed will be contacted, though we thank and appreciate all interested applicants.