



Employment Opportunity

United Food and Commercial Workers (UFCW) Local 401

Union Negotiator – Edmonton or Calgary, Alberta

JOB DESCRIPTION

The United Food and Commercial Workers (UFCW) Local 401 is Alberta's largest private-sector union, representing approximately 32,000 members working in diverse industries, including 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.

UFCW Local 401 is seeking an experienced and committed Union Negotiator to work from either our Edmonton or Calgary office.

The Union Negotiator will lead collective bargaining on behalf of UFCW Local 401 members and play an important role in developing bargaining strategy, engaging members and building strong negotiating committees. The successful candidate will manage and track multiple sets of collective agreement negotiations and provide strategic recommendations to advance bargaining objectives.

This position requires more than technical bargaining skills. The successful candidate must be able to educate, mentor and engage members throughout the bargaining process, including proposal development, negotiations, membership meetings, strike votes and ratification votes.

Applicants must understand and demonstrate a strong commitment to trade union principles and values. Local 401 represents a culturally diverse membership, and the Union Negotiator may also participate in community, labour and cultural events that strengthen relationships with the communities our members come from and improve our ability to represent them effectively.

The position requires regular travel throughout Alberta and may occasionally require travel outside the province. The successful candidate must be available to work occasional evenings and weekends and participate in on-call duties as required.

Applicants must have a valid Class 5 driver's licence and a minimum of six (6) years of continuous driving experience, no major convictions, no more than three (3) minor convictions, and no claims or accidents in the last three (3) years. A driver's experience letter may be required.

DUTIES AND RESPONSIBILITIES

In addition to the responsibilities outlined above, the Union Negotiator will be expected to perform the following duties:

Collective Bargaining and Negotiations

- Lead and participate in collective bargaining on behalf of UFCW Local 401 and its members.
- Prepare thoroughly for negotiations, ensuring relevant collective agreements, bargaining history, research, proposals and supporting documentation are available and understood.
- Work with members, bargaining committees, Union Representatives and Local 401 leadership to identify clear and achievable bargaining objectives.
- Develop and recommend bargaining strategies and tactics based on the priorities established by members and the Union.
- Assess the strengths and weaknesses of bargaining positions and anticipate employer arguments, priorities and responses.
- Listen carefully to differing perspectives and identify opportunities for agreement without compromising established bargaining objectives.
- Demonstrate patience, resilience and sound judgment during difficult, lengthy or contentious negotiations.
- Recognize when discussions should continue, when a change in strategy is required and when a pause in negotiations may be productive.
- Communicate persuasively and effectively in situations involving disagreement, opposition or conflict.
- Maintain accurate bargaining notes, records, proposals, settlements and other required documentation.
- Coordinate and monitor multiple bargaining files and ensure bargaining timelines and commitments are appropriately tracked.
- Provide regular updates and strategic recommendations to Local 401 leadership.
- Work toward strong collective agreements that advance members' priorities while recognizing and preparing for all lawful bargaining outcomes, including mediation and labour disputes where necessary.
- Perform other duties as assigned.

Membership Engagement, Ratification and Strike Votes

- Plan and conduct membership meetings related to collective bargaining, including proposal meetings, bargaining updates, ratification meetings and strike votes.
- Explain collective agreement language, bargaining developments and voting procedures clearly and accurately.
- Communicate complex labour-relations issues in plain language that members can readily understand.
- Adapt presentations and communications to the needs, experience and level of knowledge of the audience.
- Encourage meaningful member participation throughout the bargaining process.
- Present arguments and recommendations clearly, logically and persuasively while respecting differing views.
- Ensure an appropriate and timely exchange of information among members, bargaining committees, Union Representatives and Local 401 leadership.
- Prepare and structure oral and written communications carefully and ensure information being communicated is accurate.
- Communicate calmly, confidently, respectfully and tactfully, particularly during contentious or high-pressure situations.
- Where authorized, communicate effectively with stakeholders and media regarding negotiations and bargaining developments.

QUALIFICATIONS

The successful candidate should possess a combination of the following education, knowledge and experience:

- minimum of five years of significant experience in collective bargaining, including developing bargaining proposals, conducting negotiations and participating in ratification and/or strike-vote processes.
- Significant experience in union representation, labour relations, collective bargaining or a comparable advocacy role.
- Demonstrated experience representing workers and/or organizations in complex negotiations.
- Experience handling grievances, including presenting grievances at meetings and experience with grievance arbitration.
- A college or university degree in labour studies, industrial relations, political science, law or a related field, or an equivalent combination of relevant education and significant labour-relations experience.
- Strong knowledge of Alberta labour-relations legislation and Alberta Labour Relations Board rules and procedures.
- Knowledge of Alberta employment standards legislation.
- Knowledge of Alberta occupational health and safety legislation.
- Knowledge of Alberta human rights legislation.
- Knowledge of applicable privacy legislation.
- Working knowledge of other employment-related legislation relevant to unionized workplaces.
- Strong computer skills, including proficiency with Microsoft Office applications.

ASSETS

- Practical experience in labour relations, human rights, workers' compensation, occupational health and safety and grievance arbitration.
- Demonstrated strategic thinking and the ability to develop and execute bargaining and member-engagement strategies.
- Strong emotional intelligence and the ability to approach difficult interactions constructively.
- Strong judgment and the ability to remain composed in challenging or adversarial situations.
- Excellent time-management and organizational skills, including the ability to manage multiple bargaining files and competing deadlines.
- Strong written and oral communication skills.
- Strong attention to detail.
- Ability to take direction while also exercising initiative and independent judgment.
- Ability to communicate effectively and compassionately with members regarding negotiations, grievances and arbitration matters.
- Experience educating, mentoring or developing bargaining committee members, stewards or other workplace leaders.
- A demonstrated commitment to trade union principles, solidarity, equity, diversity and inclusion, consistent with UFCW Local 401's Mission Statement <https://gounion.ca/your-union/mission/>.

REMUNERATION

This is a bargaining unit position. Remuneration and other terms and conditions of employment are governed by the applicable collective agreement between UFCW Local 401 and IAMAW.

ADDITIONAL INFORMATION

Please submit your application by email to jobapplication@ufcw401.ab.ca.

The posting will remain open until a suitable candidate is selected. Applicants are encouraged to clearly identify the experience, skills and other qualifications they would bring to the position.

We thank all applicants for their interest in UFCW Local 401. Only candidates selected for an interview will be contacted.