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## **LEGAL AND LEGISLATIVE REPRESENTATIVE**

### **GENERAL FUNCTION**

The Legal and Legislative Representative will represent, advise, and assist the Regional Director, staff representatives, and local unions in a wide range of legal matters.

### **SUMMARY OF DUTIES**

Under the direction of the Regional Director and the National Legal Branch Director, the successful applicant will be required to perform some or all the following functions:

- Represent CUPE and its locals before arbitration boards, administrative tribunals, and the courts.
- Advise staff and local unions on the legal and legislative aspects of collective bargaining, arbitration, administrative tribunals, and legislation.
- Prepare and assist in the presentation of briefs and submissions to all levels of government, various administrative tribunals, and the courts.
- In co-operation with the Union Education Branch and field staff, participate in schools and seminars for CUPE staff and membership presenting legal and legislative topics.
- Prepare or assist in the preparation of materials for articles, speeches, and information bulletins for staff and CUPE publications.
- Perform related legal and legislative research.
- Assist in and contribute to the maintenance of a central body of legal research, opinion, and memoranda for the Legal Branch.
- Perform legal and legislative research to provide strategic advice to staff and local unions on the way various legislation and/or government policies affect the interests of CUPE and the membership.
- Maintain timely communications with staff and local unions and use appropriate tools to ensure that needs are met.
- Other related duties as assigned.

## **QUALIFICATIONS**

- Demonstrated experience in the practice of labour law and advocacy.
- Membership or ability to qualify for membership in the provincial bar is required.
- Thorough knowledge of Canadian labour legislation and the collective bargaining process, and experience in collective agreement dispute settlement procedures.
- Experience and expertise in writing legal briefs, memorandums, and facta.
- Experience and expertise in conducting legal research from various sources, including electronic databases.
- Ability to write clearly and to express complicated legal principles in a clear and understandable way.
- Excellent oral and written communication skills in English.
- Knowledge and understanding of the intersectional challenges impacting equity deserving groups in the labour workforce.
- Ability to work effectively with other lawyers in the Legal Branch and other CUPE staff and members.
- Experience in and commitment to the trade union movement.
- Strong initiative, planning and time management skills.
- Ability to work under pressure and tight deadlines.
- Ability to maintain timely communications and respond to emails and voicemail promptly.
- Applicants should be free to travel and be able to work evenings and weekends as required.

CUPE is committed to providing an inclusive, respectful, accessible, and healthy workplace environment that is equitable and fair at all levels of its organization. We are committed to establishing a qualified workforce that is reflective of the diverse population and communities in which we live and serve. CUPE encourages applications from qualified members of the five (5) designated equity groups: Women, Indigenous people, Black and Racialized people, Persons with Disabilities, and 2SLGBTQI+ people. Upon request and at any stage of the recruitment and/or selection process, we will provide reasonable accommodations for those who have a temporary or a permanent disability. Please contact the Human Resources Department to request an accommodation if needed at [hr@cupe.ca](mailto:hr@cupe.ca).