

JOB POSTING

Position Title:	National Representative - Servicing
Department: Branch:	Organizing and Regional Services
Reports to:	Regional Director and Assistant Regional Director

Purpose of Position:

The National Representative represents the interests of CUPE members by providing a wide range of labour relations services, developing the capacity of our members and locals, and implementing the Union's policies and programs.

Duties and Responsibilities:

- Works to implement all policies and programs approved by the National Convention, National Officers and National Executive Board.
- Organizes groups of unorganized workers within CUPE's jurisdiction.
- Assists local executives in establishing and maintaining an effective union administration, guided by the CUPE Constitution and complying with national policies.
- Advises and assists local unions in interpreting, administering and enforcing contract language and grievances.
- Advises, assists and guides local unions in preparing contract demands and leading negotiations.
- Encourages jurisdictional coalitions and coordinates joint bargaining within a jurisdictional group on a provincial or regional basis.
- Researches, prepares and presents briefs to various boards, as required.
- Assists and guides local unions in preparing for and conducting strikes, demonstrations and other labour or political protests.
- Coordinates organizational resources from different departments to ensure professional and technical assistance to the membership.
- Is familiar with and assists local unions in understanding and interpreting current labour legislation, policies and reacts appropriately to proposed or legislated changes.
- Promotes local union affiliation to provincial and regional labour bodies in accordance with CUPE policy and participates in related activities.
- Participates and encourages local union involvement at all political levels to further the interests of organized labour.
- Assumes and effectively performs all executive responsibilities, in compliance with CUPE policy, on behalf of a local union placed under administration.
- Works on national/provincial CUPE campaigns, as assigned.
- Uses available technology and tools to maintain information or work with others on various projects.
- Completes all related administrative tasks, including but not limited to, drafting letters, processing expenses, completing reports, drafting emails, participating in conference calls, attending all required meetings.
- Perform other related duties, as assigned.

Qualifications:

- Community College graduate in a relevant field or an equivalent combination of education and experience.
- Active involvement in the labour movement.
- Recent experience within the past five years as a union representative or a person who represented workers.
- Possess and maintain a valid driver's license.

- General knowledge of:
 - CUPE political and organizational structure.
 - CUPE's *Strategic Directions* and *Bargaining Policy*

- Competencies:
 - Knowledge of the organization
 - Specific Knowledge
 - Communication
 - Focus on Members
 - Organizational Skills
 - Working Together
 - Managing Conflict
 - Analytical Skills
 - Self-Management

- Ability to:
 - speak and write at an above average level in English (English and French where bilingualism is required).
 - work with minimal supervision.
 - maintain confidentiality.
 - Perform basic mathematical functions.
 - use MS Office Suite, Internet search engines and where required statistical, database or HR management applications, and learn new software.

As part of our commitment to employment equity, CUPE encourages applications from qualified members of five designated groups: women, Indigenous peoples, persons with disabilities, racialized people and LGBTQ2+ people.

Accommodations are available on request for candidates taking part in all aspects of the selection process.