

**JOB POSTING – BUSINESS MANAGER**

**Position:** Business Manager

**Employer:** Canadian Union of Public Employees, Local 4163, University of Victoria

**Hours:** 124 hours per month

**Wages:** Pay scale between $30.60-32.52 per hour (depending on skill and experience) paid on semi-monthly basis, in accordance with collective agreement.

**Start Date:** April 2, 2018

**Deadline for applications:** March 2, 2018 @ 5 p.m.

This is a unionized position covering the duties of both the Business Manager and Communications Director. The terms and conditions of employment can be found in the collective agreement between CUPE 4163 and the BC Union Workers Union, Local 467.

CUPE4163 is committed to employment equity and encourages applications from people of all genders and sexual orientations, visible minorities, aboriginal people, and persons with disabilities.

**Necessary Qualifications:**

1. Extensive experience interpreting and applying collective agreement language, including grievance experience;

2. Thorough knowledge of labour relations and relevant legislation;

3. Experience in collective bargaining including: research, development of contract language and proposals, organizing and job action related to bargaining;

4. Extensive knowledge and experience in general office work/procedures, including tracking and filing systems, with proficiency in computer skills and advanced knowledge of various software, including Word, Excel, databases, Power Point and Publisher;

5. Familiarity with post-secondary education workplaces and the ability to effectively participate in meetings, including meetings with Employer representatives at all levels;

6. Strong cooperative and organizational skills and ability to work without direct supervision;

7. Above average English oral and written communications skills, and the ability to effectively work with people at all levels within the union, government, and other organizations;

8. Ability to work well with volunteers and consensus build with volunteer committees, including working closely with department representatives and stewards;

9. Ability to work a flexible schedule that may include some evenings and weekends;

1. Knowledge of, experience with, and commitment to the trade union movement.

**Additional Assets:**

1. Ability to write contract language;
2. Internal organizing experience;
3. Arbitration experience
4. Other prior experience in higher education environment;
5. Experience organizing job actions and other campaigns;
6. Experience as a staff member in a volunteer-run organization;
7. Social Networking skills.

Please submit a resume and letter citing your qualifications for this position by 5:00 p.m.

March 2, 2018. Email applications to personnel4163@gmail.com.

While we appreciate all applications, only applicants selected for an interview will be contacted.

**Address applications to:**

Greg Melnechuk, President

**From the collective agreement:**

**BUSINESS MANAGER**

The Business Manager has all the duties of the Business Agent, with the following additions:

- performing the responsibilities of the Communications Director

- supervision of other staff (The Business Manager is not responsible for discipline of staff.)

- assist the Personnel Committee in conducting performance reviews;

**BUSINESS AGENT**

In collaboration with the union executive, the business agent is responsible for:

- attending, participating in, recording minutes from, and/or chairing meetings of the union. The business agent shall have voice but no vote at all meetings of the Employer;

- running the union office and maintaining office equipment, including the office computer;

- effectively communicating with the membership, executive and committees, and other union organizations;

- maintaining files and records;

- performing some legal research and providing advice to the executive on legal issues relating to the collective agreement, Labour Relations Code, and Employment Standards Act, among others;

- distributing information to the membership;

- assisting with and coordinating the processing of grievances;

- assisting with labour-management issues as they arise;

- participating in the collective bargaining process;

- participate in Personnel Committee meetings as required, and other duties of a similar scope and kind, as directed by the Employer.

**COMMUNICATIONS DIRECTOR (CD)**

In collaboration with the union executive,

The CD will effectively communicate with the membership, executive and committees, and other unions and organizations. The CD will perform tasks associated with the preparation and distribution of information to membership, executive and committees, and other unions and organizations.

The CD will maintain the membership, steward, volunteer and other files, lists and databases. The CD will assist in the development and maintenance of office filing systems, office supplies and equipment as well as the organization of resource material. The CD will organize, attend, participate in, record minutes from, and/or chair meetings of the union as required.

The CD is responsible for communicating with departments with respect to scheduling orientations. The CD is responsible for facilitating union orientations. The CD will train members to facilitate orientations.

The CD will act as a resource and advisor to the local’s executive, committees and members, as required. The CD will recruit members into committees, elected positions and other union activities.

The CD will participate in the collective bargaining process, as required. The CD will perform research and provide advice to the executive and committees on issues relating to the union. The CD will educate members and the University community about the Local, unionism and other relevant issues.

The CD is a liaison between the Local and its Employer and other campus groups and unions.

The CD prepares posters, newspaper ads, etc., for meetings and campaigns and oversees in the production of local newsletters, pamphlets, bulletins, etc. The CD will be managing editor of all Local publications and will maintain the CUPE 4163 website.