



Grain & General Services Union  
*Job Description – August 2021*

## Staff Representative

### Description of Duties and Functions

#### Main Function:

Under the direction and supervision of the General Secretary, a Staff Representative participates in carrying out GSU's collective bargaining, service and representational responsibilities. This is a senior position within the union responsible for carrying out and implementing GSU policies and programs under the direction of the General Secretary.

The job calls for undefined hours of work with work on evenings and occasionally weekends. Compensation for overtime is as provided in the collective agreement between GSU and IUSU.

#### Duties and Responsibilities:

1. As assigned by the General Secretary, conducts collective bargaining and union organizing activities on behalf of GSU.
2. Becomes familiar with the existing operating systems of GSU.
3. As assigned by the General Secretary, provides union representation and services to designated bargaining units.
4. Arranges, notifies, attends and leads assigned union membership meetings, including recording the business of said meetings along with elected officers of the Locals or Sub-Locals.
5. Is responsible for acquiring and maintaining a current operating knowledge of industrial relations issues, including but not limited to labour legislation, collective bargaining trends and grievance/arbitration developments.
6. Is responsible for being accessible to GSU members and acting as a liaison to convey the views/concerns of members to the appropriate elected officers, including the General Secretary and staff of GSU.
7. Advises GSU members in relation to collective agreement provisions, employee benefits, pension benefits, labour legislation, worker rights and grievance processing.
8. Prepares, submits and processes grievances and complaints on behalf of GSU members and Locals in a timely manner and communicates with affected members and elected officers including the General Secretary and staff of GSU.

9. Prepares written reports, news articles, policy briefs and news releases for GSU.
10. Develops a thorough working knowledge and the ability to effectively represent GSU members in relation to all labour legislation affecting or covering GSU members.
11. Develops a thorough ability to conduct job evaluation negotiations, employee benefits research, grievance/arbitration procedures and collective bargaining.
12. Provides preparatory and research assistance to the General Secretary in relation to the ongoing functions and projects of GSU.
13. As assigned by the general secretary attends to, GSU membership, officer and related internal functions of the union; and, external functions of the union.
14. Conducts union and shop steward education as assigned by the General Secretary.
15. Performs as assigned.

## Qualifications:

### Education:

Senior matriculation or an equivalent combination of experience and training.

### Experience:

Three years' experience as a union officer, staff person or a comparable combination of experience and/or post secondary learning.

### Other requirements:

- A ready capability to work with and apply information technology including email, social media, spread sheets and document preparation.
- A ready ability to compose and deliver GSU communications orally and in writing to GSU members and the general public,
- Willingness to travel and represent GSU internally and externally,
- Access to an automobile and possession of a valid operator's license,
- Ability to travel away from home and GSU headquarters on assignment,
- Ability to relate to and engage diverse groups and individuals,
- Willingness and ability to work irregular hours of work as the assignment and job dictates,
- Willingness to initiate and self start projects and proposals for GSU.

The conditions of employment will be as set out in the collective agreement between GSU and IUSU.