

JOB DESCRIPTION

POSITION TITLE:	Regional Steward Liaison	STATUS:	Elected
REPORTING TO:	Regional Council Member	COUNCIL APPROVED:	October 23, 2013 rev: June 25, 2020

POSITION OVERVIEW

As a member of the Regional Executive Team, actively participates in executive planning and decision making for the region and participates in the execution of the Regional Operations Plan. Works with Steward Coordinators, steward contacts, Full-Time Stewards, and Stewards at Large to ensure all worksites have enough active worksite, PRP and OH&S Stewards to adequately represent the needs of BCNU members in the region. Actively engages in mentorship of stewards and is a contact for members in worksites without stewards.

KEY ACCOUNTABILITIES

Responsible for overall steward resources and activities in worksites in the region

- Stays up to date with BCNU priorities and provincial and local issues
- Working with the Regional Executive Team, Full-time Stewards, and Stewards at Large strives to ensure sufficient active worksite, PRP and OH&S Stewards in each worksite to meet members needs
- Actively and progressively mentors stewards
- Organizes and evaluates regional steward activities
- Recruits members to become stewards
- Develops, maintains and revises worksite report forms for the region
- Maintains a file of steward commitment forms

Contributes to and supports the effective performance of the region

- Attends and actively participates in regional meetings and events as required
- Provides a Steward Liaison report at Regional and Executive meetings
- Organizes Steward Planning days in collaboration with the Regional Executive
- Maintains contact and supports stewards who have completed steward education programs
- May assist in the planning and running of worksite and regional campaigns
- Promotes a consistent approach to labour relations and contract enforcement across the region
- Is a contact on contract issues for members in worksites without stewards
- Maintains accountability for time spent on union activities
- Is an effective member of the Regional Executive Team
- Performs such other duties as determined by the Regional Executive Team

Ensures member interests are served in accordance with the organization's mission and vision

- Represents members through the grievance process and ensures that the Collective Agreement is upheld

COMMITTEES AND MEMBERSHIPS

- Member of the Provincial Steward Liaison group
- Is a steward for the region

MEASURES OF PERFORMANCE

- Provision of timely information and high-quality regional reports
- Effective execution of projects assigned
- Contribution to the progress towards the regional operations plan
- Positive, productive relationships with members and others
- Demonstrates effective problem-solving skills
- Effective Regional Executive Team member
- Good understanding of Collective Agreement language

COMPETENCIES

The competencies required to successfully fill a Regional Steward Liaison position are a blend of leadership, problem solving and technical.

- **Leadership of Self and Others**
 - Leading self requires a keen self-awareness and self-management, understanding own emotional triggers, assumptions, biases, values, principles, strengths and limitations
 - Leading others requires the ability to engage others through relationship building, personal influence, teamwork, communication, and role modeling
- **Representing BCNU**
 - Operates with an understanding that stewards are the face of the union
 - Understands the role and legal responsibilities of union representatives
- **Technical Knowledge and Skills**
 - Strong computer skills and working knowledge of Microsoft applications (Word, Excel, Outlook, etc.)
 - Willingness and ability to learn new computer platforms (i.e. ZOOM, Box, etc.)
 - Active experience as a steward is an asset
 - Strong technical and historical understanding of the Collective Agreement and of the grievance process
 - Awareness of the BCNU Constitution and Bylaws and Policies and Procedures
 - The knowledge and ability to access the information and support needed to fill the role
 - The ability to communicate to members Collective Agreement language and other supporting documents
- **Critical Thinking/Problem Solving**
 - The ability to examine issues and problems and think strategically about potential outcomes and best courses of action
 - Form options, and make decisions through investigative research, critical analysis of information, and the careful testing of assumptions and facts

- **Relationship Management**
 - The ability to build connections, partnerships and networks to create results
- **Conflict Fluency**
 - The ability to draw on various skill, abilities and tools in responding to conflicts arising from difference in viewpoints, priorities, values, desires, and needs
- **Communication**
 - The ability to convey information and ideas in a clear, meaningful and timely manner
 - Aware of own communication style and observant of the styles and needs of those they are engaging with, seeking input and feedback from other
 - The ability to deliver information through a variety of different media and forms, selecting the one that best supports their goals and parameters
 - The ability to listen carefully and work to ensure understanding of what others are saying, thinking and feeling
 - The ability to write in a clear, concise, organized and convincing manner

#28378