

## **POSTING No. 14-40**

June 11, 2014

### **TO ALL CUPE EMPLOYEES**

### **RESEARCH REPRESENTATIVE** **CALGARY AREA OFFICE**

Applications are invited for the position of Research Representative to operate from the Calgary Area Office located in Calgary, Alberta.

### **GENERAL FUNCTION**

The Research Representative will provide technical research assistance to the Alberta Region servicing staff and CUPE local unions, district councils and the Division as directed by the Alberta Regional Director in consultation with the National Research, Job Evaluation and Health and Safety Branch Director.

### **SUMMARY OF DUTIES**

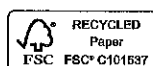
Under the direction of the Regional Director, and with close liaison with the National Research, Job Evaluation and Health and Safety Branch, the successful applicant will be required to perform some or all of the following functions:

- Conduct research and provide materials concerning the political, social, economic and collective bargaining program for the CUPE constituency in the region or regions assigned.
- Prepare regional surveys of wages, working conditions and fringe benefits.
- Develop a regional data bank of collective bargaining information to be used by local and regional bargaining units and staff in substantiating collective bargaining goals.
- In cooperation with the National departments and field representatives, conduct collective bargaining policy conferences for provincial and regional occupational groupings within CUPE.
- Prepare and present briefs for submission to boards of conciliation, arbitration, and other boards of enquiry.
- Advise staff and local unions on specialized aspects of collective bargaining, e.g. employee benefit plans.
- Training of CUPE field representatives and membership in research methods and techniques.
- Act as regional liaison with the National Office Collective Agreement Information System (CAIS).

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**PAUL MOIST** – National President / Président national **CHARLES FLEURY** – National Secretary-Treasurer / Secrétaire-trésorier national

**FRED HAHN – DANIEL LÉGÈRE – LUCIE LEVASSEUR – KELLY MOIST – MARLE ROBERTS** – General Vice-Presidents / Vice-présidences générales



- Prepare material for policy statements, articles, speeches for officers and staff of the region.
- Conduct economic and financial analysis of the region generally and of public employers specifically.

### **QUALIFICATIONS**

- University graduate, with some specialization in statistical and analytical research, or equivalent experience.
- Thorough knowledge of the collective bargaining process, with particular reference to the public sector.
- Demonstrated ability in research skills, including the ability to develop information data banks.
- Familiarity with computers, word processing and database software.
- Demonstrated communication skills, both written and oral. An ability to write clear, orderly, well-documented statements and briefs.
- Demonstrated ability to work independently with union committees and help coordinate public campaigns.
- Ability to work effectively with CUPE staff and membership.
- Experience in and commitment to the trade union movement.
- Above average oral and written communication skills in the English language.
- Free to travel and work weekends and holidays as required.

**CONDITIONS OF EMPLOYMENT** as set out in the collective agreement between CUPE and the Canadian Staff Union.

**WEEKLY SALARY RANGE:** \$1,853.40 to \$1,913.47

Persons interested should send their application to my office at [nstcharlesfleury@cupe.ca](mailto:nstcharlesfleury@cupe.ca) with a copy to the Human Resources Office at [hr@cupe.ca](mailto:hr@cupe.ca), no later than **July 2, 2014**.

In solidarity,



CHARLES FLEURY  
National Secretary-Treasurer

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cc: National Executive Board

As part of its commitment to Employment Equity, CUPE encourages applications from qualified members of the five designated groups: women, Aboriginal peoples, persons with disabilities, racialized groups and LGBTTI (lesbians, gay, bisexual people, transgendered, transsexual and intersex people).