

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Regional Steward Liaison	<b>STATUS:</b>	Elected
<b>REPORTING TO:</b>	Regional Chair/Council Member	<b>COUNCIL APPROVED:</b>	October 23, 2013

---

### 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 plans. Works with steward coordinators, primary steward contacts and full-time stewards to ensure all worksites have enough active worksite, PRF and OH&S stewards to adequately represent the needs of BCNU members in the region. Actively engages in mentorship of stewards and is the primary contact for members in worksites without stewards.

---

### KEY ACCOUNTABILITIES

#### **Responsible for overall steward resources and activities on worksites in the region**

- Stays up to date with BCNU priorities and provincial and local issues
- Working with the Regional Executive Team and Full-time stewards (where applicable) strives to ensure sufficient active worksite, PRF 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
- Compiles an overall worksite trends report from each regional meeting and helps develop an action plan to deal with problems

#### **Contributes to and supports the effective performance of the region**

- Attends all regular and special meetings of the region
- Is an active participant in regional meetings which may include organization of steward planning and education days, in collaboration with the Regional Chair/Council Member
- Maintains contact and supports stewards who have completed steward education programs
- Acts as a resource and liaison to stewards, steward coordinators and full-time stewards in the region
- May assist in the planning and running of worksite and regional campaigns on labour relations issues in order to address problems in a consistent way
- Promotes a consistent approach to labour relations and contract enforcement across the region
- Is the primary contact on contract issues for members in worksites without stewards
- Communicates with all stakeholders and others on a regular basis
- Maintains accountability for time spent on union activities

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

- Works collaboratively with members to advocate for safe patient care and improvements to the social determinants of health
- Represents members through the grievance process when their rights are not being respected

---

## **COMMITTEES AND MEMBERSHIPS**

---

- Provincial Steward Liaison
- Is a steward at large for the Region
- Others – to be determined

---

## **MEASURES OF PERFORMANCE**

---

- Provision of timely information and high-quality regional reports to the Executive
- Effective execution of projects assigned
- Contribution to the progress towards regional goals
- Positive, productive relationships with members and others
- Evidence of problem solving success with stakeholders
- Effective Regional Executive Team member
- Good understanding of Collective Agreement language, implementation and enforcement

---

## **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 at the worksite
  - Influencing skills to build partnerships and networks to create results
- **Technical knowledge and skills**
  - Understands the role and legal responsibilities of union representatives
  - Strong technical and historical understanding of the interpretation of the collective agreement and of the grievance process
  - Fluent in BCNU agreements and policies as well as other relevant policies, agreements and legislation
  - 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, problems for related issues, 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, selection 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

#11869