

JOB DESCRIPTION

POSITION TITLE:	Regional Lobby Coordinator	STATUS:	Elected
REPORTING TO:	Regional Chair/Council Member and Provincial Lobby Coordinator	COUNCIL APPROVED:	September 18, 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. Is directly responsible for organizing and evaluating regional lobby activities.

KEY ACCOUNTABILITIES

Maintains a regional network of active member lobbyists and provides them with leadership, mentoring and direction

- Has a strong understanding of BCNU's priorities as well as provincial and local issues
- Maintains an up to date list of and liaises with
 - regional member lobbyists, including retired members and students
 - regional MPs, MLAs, regional decision makers, community groups and opinion-leaders
- Maintains regular communication with
 - the Provincial Lobby Coordinator and Regional Lobby Coordinators
 - the Regional Executive Team
 - Regional membership
- Provides quarterly brief reports to the Provincial Lobby Coordinator
- Prepares reports of lobby activities for regional meetings
- Liaises with and supports regional equity caucus representatives and committees

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 planning sessions
- Works effectively with Regional Executive Team
- Serves on committees as outlined in the Committees and Memberships section below
- 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
- Provides feedback on healthcare issues to Council through the Provincial Lobby Coordinator and their Regional Chair

COMMITTEES AND MEMBERSHIPS

- Provincial Lobby Coordinators
- Others – to be determined
- Is a steward-at-large for the Region

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

COMPETENCIES

The competencies required to successfully fill a Regional Lobby Coordinator 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**
 - Influencing skills to build partnerships and networks to create results
- **Technical knowledge and skills**
 - Understands the role and responsibilities of the regional lobby coordinator
 - Strong technical and historical understanding of lobbying activities within the region and provincially
 - Knowledgeable 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 coordinate lobby activities effectively
 - The ability to communicate and report on lobby activities
- **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 skills, 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 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 others
 - The ability to deliver information through a variety of different media and forms, selection of the one that best supports 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