



JOB DESCRIPTION

POSITION TITLE:	Regional Lobby Coordinator	STATUS:	Elected
REPORTING TO:	Regional Council Member and Provincial Lobby Coordinator	COUNCIL APPROVED:	September 18, 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 Pan. Is directly responsible for organizing and evaluating regional lobby activities, and acts as a steward in the region.

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
- Liaises with and supports regional equity and human rights caucus/group representatives and committees
- Performs such other duties as determined by the Regional Executive Team

Contributes to and supports the effective performance of the region

- Attends and actively participates in regional meetings and events as required
- Provides Lobby Coordinator reports at regional and Executive meetings
- Is an effective member of the Regional Executive Team
- 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

- Member of the Provincial Lobby Coordinators Group
- Is a steward in 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
- Evidence of problem-solving success with external partners
- 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**
 - Operates with an understanding that stewards are the face of the Union at the worksite
 - Understands the role and legal responsibilities of a union representative
- **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.)
 - Strong technical and historical understanding of the Collective Agreement and of the grievance process
 - Awareness of the history of lobbying activities within the region and provincially
 - Awareness of the BCNU Constitution and Bylaws and Policies and Procedures
 - 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 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, selecting 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

#28374