



SJBRWDSU
JOB POSTING
UNION REPRESENTATIVE

(Regina Office)

TYPICAL DUTIES:

- The Union Representative provides complex, professional and administrative services, interpreting and overseeing the administration of labour relations established by collective bargaining agreements and certified bargaining units of the Saskatchewan Retail Wholesale and Department Store Union
- Incumbents are responsible for negotiating collective bargaining agreements for one or more bargaining units and providing advice and technical assistance to members and their elected representatives regarding Implementation and administration of the provisions of the agreements. Positions have both an advocacy and a legal function.
- General supervision and guidance as received from the Secretary-Treasurer, but the incumbent is expected to plan and execute work with limited supervision.

PRIMARY RESPONSIBILITIES:

- Researching and presenting grievances, arbitrations and Labour Relations Board cases.
- Provide mediation and harassment counseling.
- Responsible for the day-to-day interpretation of collective agreements and a variety of legal statutes.
- Evaluate the operation of collective bargaining agreements and recommend agreement changes to the elected Union leadership and bargaining committees.
- Provide strategic advice to members and implement as required, strategies to achieve excellent collective bargaining agreements.
- Work towards the settlement of disputes, provide advice on grievances, conciliation, mediation, arbitration. harassment, issues.

- Advocate for SJBRWDSU and its members including Worker's Compensation, Employment Insurance, and arbitrations and Labour Relations Board preparation and hearing.
- Establish and maintain functional relationships with employer representatives, lawyers, human resource/industrial relations officers at all levels, other staff members and others as required.
- Prepare for and instruct at labour schools and other training and/or policy events sponsored by the Union and the labour movement.
- Provide support and advice to standing committees and undertake other projects as assigned to meet the goals and objectives of the Union; and
- Assist in the Union Organizing of new members as the opportunity arises.
- Other duties as assigned.

QUALIFICATIONS:

- Experience in industrial relations, combined with extensive experience as an advocate and/or elected leader, or an equivalent combination of education and experience.
- A thorough understanding of the Union's legal framework and environment including the Saskatchewan Employment Act and Regulations and other Labour related statutes such as the Human Rights Code, and the Occupational Health and Safety Act and Regulations and Workers' Compensation Act and Regulations.
- Excellent written and oral communication skills.
- Collective bargaining, technical and interpretation skills are required; and
- Familiarity with and competence in a computerized office environment is required, preferably Microsoft Office/Word software.

KNOWLEDGE:

The successful applicant will have knowledge of:

- The trade union movement and issues facing the union movement.
- Collective bargaining processes and preparation of collective bargaining proposals.
- Mediation, conciliation and arbitration processes.
- Strategic planning processes and implementation of strategic plans in an identified service area or program of. Labour relations; and
- Grievance procedures, problem solving and dispute resolution processes.

ABILITIES:

- Establish and maintain functional relationships with members, leaders and employer representatives as well as others internally and externally as needed.
- Research grievances, arbitration and Labour Relations Board cases.
- Exercise sound judgment and make decisions.
- Work independently, plan and organize multiple responsibilities and projects to meet deadlines; and
- Interpret contract language, draft language for negotiation and insertion in collective bargaining agreements.
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CONDITIONS OF WORK:

This position will be headquarterd in Regina, Sask. Extensive travel will be required. All other terms and conditions are subject to the Collective Bargaining Agreement between SJBRWDSU and United General Workers (UGW) Local #1.

- Valid Class #5 Saskatchewan Driver's license
- Must have a reliable vehicle as extensive travel across the province of Saskatchewan will be required.

APPLICATIONS:

Please forward your curriculum vitae and or resume as soon as possible to up to and including February24, 2026, at which time the Posting will close:

Garry Burkart
Secretary/Treasurer
SJBRWDSU
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ALL APPLICANTS ARE REQUESTED TO DESCRIBE IN THEIR APPLICATION WHERE THEY HAVE GAINED THEIR KNOWLEDGE AND ABILITIES AND HOW THEIR EXPERIENCE RELATES TO THE POSITION. THIS INFORMATION WILL BE USED TO SCREEN APPLICATIONS.