

Job Title: Chief Steward

Position Scope:

Reporting directly to the Business Manager, the Chief Steward will apply human resources experience toward ensuring the terms and conditions of the ACFC West, Local 2020 Unifor – CMPA Collective Agreement (Contract) are adhered to on our film and television production worksites. The Chief Steward provides contract interpretation and guidance to union members and employers and seeks to foster positive working relationships with both parties to ensure best possible workplace practices are followed. A true generalist, the Chief Steward will provide support to represented workers in areas of occupational health and safety, grievance procedures and other aspects of rights and responsibilities that exist in the workplace. Through participation on various industry committees and organizations such as *ActSafe* and the *Reel Green Standing Committee on Sustainability*, the Chief Steward represents the Union and provides feedback to the Business Manager on the activities therein. Such feedback includes, among others, topics such as industry training initiatives and government regulatory changes relevant to the film and television production industry. Through regular face-to-face interaction with workers, the Chief Steward plays a key role in information transfer between the Union and the workers. Travel to worksites to speak to workers and employers, attending general membership meetings and, occasionally, industry events outside of normal work hours is required.

Responsibilities:

- Take direction from and report to the Business Manager.
- Provide information, guidance and support to Union Members on a variety of issues related to the workplace such as occupational health and safety, workers' rights and responsibilities, and the interpretation of the Contract.
- Maintain and develop knowledge, on an ongoing basis, of regulatory changes that may affect film and television production worksites; and, regularly report on those changes to the Business Manager.
- Represent the Union's position in areas of Contract interpretation or disagreement with employers and work to ensure employers are in compliance with the Contract.
- Represent workers within our bargaining units in circumstances where individual or group disputes arise between workers and employers or between workers themselves.
- Work with the Union's crewing staff to ensure best practices are followed by the employers when hiring crew members per the Hiring Practices Policy.
- Physically visit productions on a regular basis to liaison with workers and employers and assess working conditions.
- Maintain a positive working relationship with employers' representatives.
- Represent the Union as a member of various committees and industry bodies.

Skills and Competencies:

- HR Certification, Bachelor Level University Degree or proven experience in a Senior Steward capacity. Relevant workplace experience that is clearly applicable may be considered in-lieu of credentials.
- Ability to work cooperatively in a small office environment to achieve best possible outcomes.
- Ability to multitask various work streams simultaneously.
- Ability to understand the Contract and provide guidance to employers and union members in the interpretation thereof.
- A generalist human resources knowledge of relevant workplace legislation in British Columbia such as (but not limited to), the Employment Standards Act, Safety Standards Act and Privacy Act; in addition to a general understanding of WorkSafe BC processes.
- Professional written and verbal communication and interpersonal skills.
- Proficiency in MS Word, Excel, and Outlook; and, the ability to learn to use our in-house database.
- Ability to assess timesheets, pay statements and other documents for accuracy.
- Ability to self-manage information in an e-file and hard-copy system that is efficient, accurate and logical.
- Possess a valid class 5 driver's licence and an automobile suitably licenced and insured for work in British Columbia. (vehicle allowance provided).
- Ability to travel out of town on occasion for over-night trips.
- Ability to attend general meetings (four Sundays per year).
- Ability to attend industry events after normal work hours, on occasion, as required.

Please email cover letter and resume to correspondence@acfcwest.com. Applications will be accepted until Thursday April 19th, 2018 by 11:59pm.

Only short-listed applicants will be contacted for this position.