

Job Description/Specification

Identification
J0502

TFEU/BCTF Joint Salary
Committee Decisions

JOB/POSITION TITLE: Research and
Administrative
Assistant/Paralegal

FORMER TITLE/DEPARTMENT:
CAPS Research and Admin Assistant
CAPS Admin Secretary

DIVISION/DEPARTMENT: Collective Bargaining Dept.
Field Service Division

PAY GRADE 5

SUPERVISOR'S TITLE: Field Service Division
Supervisor

DATE APPROVED: August 20, 2015

Function and purpose (a)

To provide research and secretarial assistance to the director and/or assistant directors in the Field Service Division, legal counsel, other Federation staff, and outside legal counsel. As directed, conducts research on collective agreement provisions, bargaining history, and particulars in relation to arbitrations, court proceedings and bargaining. Provides research, and administrative assistance to Federation staff and local leaders regarding mid contract modifications of the collective agreement and inclusion bargains and to the bargaining team during provincial bargaining.

Principal duties and responsibilities (a)

1. Conducts research of existing language in the collective agreement for purposes of arbitration preparation and/or submissions in court as directed by BCTF staff and/or outside counsel.
2. Researches specific documents regarding bargaining history for purposes of arbitration preparation and/or submissions in court as directed.
3. Gathers “particulars,” organizes information, keeps records, and prepares binders in preparation for arbitration hearings. Maintains an up-to-date knowledge of the grievance and arbitration process. Enters class size data and generates reports.
4. Prepares initial drafts of internal and external memoranda for review and final approval by Assistant Director and Director.
5. Uploads, removes and organizes material related to collective bargaining, grievances, class size and composition, collective agreements and related documents in the Member Portal.

6. Monitors and maintains the approval/signing process for mid contract modifications and local collective agreements. Tracks originals and copies of physical and electronic files and maintains inventory of same.
7. Reports status of mid contract modifications to Assistant Director and Director as requested.
8. Assists Director, in negotiation of inclusion bargains, by researching existing language and previously tabled language.
9. Duties include word processing, proof reading, photocopying, maintaining files and databases, taking phone messages and providing various information to callers.
10. Organizes and attends meetings, and conferences arranges for travel, makes hotel reservations, reserves meeting room space, orders coffee and lunches. Processes leaves of absence and kit materials and provides post-conference secretarial support by processing expense vouchers and TTOC invoices. Files and maintains current listings of materials in divisional library.
11. Responsible for the input and updating/maintenance of Livelink databases for the purpose of tracking provincial grievance arbitration information and mid contract modification information.
12. Assists provincial bargaining team with research as required on existing language, previous proposals, and bargaining history. Assembles information from locals and from teachers' organizations and other unions as required. Processes proposals, counter-proposals, and bargaining table notes. Provides secretarial support as required.
13. Provides support to Bargaining Conference and Bargaining Training by booking venues, sending communications to locals regarding EC decisions, delegate and vote counts and deadline for local resolutions. Prepares conference kits, organizes local resolutions, Executive Committee recommendations, and referrals from other governing bodies to the conference. Acts as recording secretary for Bargaining Conference. Provides support post-conference by processing expense vouchers and TTOC and hotel invoices.
14. As directed collects information and generates reports on topics such as: collective bargaining, class size and composition, provincial grievances, collective agreements.
15. As delegated by the supervisor participates in the orientation and training of staff.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Three years' paralegal work experience in a law firm, trade union office, or similar organization, in addition to at least four years' senior administrative experience, preferably in a legal or labour relations environment.

A good working knowledge of the structures and policies of the BC Teachers' Federation, the system of public education in BC, and exposure to the collective bargaining system would be valuable assets.

Work history must demonstrate ability to: independently set work priorities, understand legal/analytical concepts, make apt and timely decisions, use effective oral and written communication skills, act in a tactful, efficient, calm, and diplomatic manner in stressful situations relating to time-driven emergencies, proficiency in legal writing, and deal regularly with individuals who are facing personal or professional crisis. Must possess excellent typing and proofreading skills, an exceptional work ethic, and a high proficiency at detail-oriented work.

Education and training (c)

Completion of:

1. a comprehensive Paralegal Program of at least 2.0 FTE years' study, inclusive of coursework providing paralegal-level background in general legal theory, administrative law concept, contract law, criminal law process, the principles of evidence, labour law, legal research methods, and legal writing.
2. one year's training in generalist office/administrative methods and procedures; and
3. Secondary school (Grade 12).

Ongoing professional development in employment and administrative law subjects as well as legal research methods and software.

Licences and certificates (c)

Paralegal Certificate (Capilano College Certificate or Diploma Program, or equivalent).

Eligibility for membership in a professional association with a code of ethics (BC Paralegal Association).

Environment (g)

Physical/emotional environment limited to conditions normally associated with office clerical work such as communication skills, equipment operating dexterity, and scheduling pressures.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Regular contact with all levels of Federation staff and political officers is required to exchange and explain complex information.

Contacts and relationships with persons external to the Federation office involve exchanging and receiving information with members of the various committees, students, the public, other unions, local offices, BCPSEA, universities, community colleges, airlines, hotels, caterers, school board offices, and teachers.

These contacts are sometimes politically sensitive, and it is important to ensure confidentiality while maintaining good relations. Critical contacts are regularly required with skilled professionals who may be adverse in interest to the members represented by the Federation, or who may be parties to internal Federation disputes; such contact demanding a high degree of diplomacy and judgement.

Machines, equipment and work aids used

Computers and related software, telephone, voice-mail, photocopiers, fax machines, calculator, Federation policies and procedures, program statements, and resource handbooks and publications.

Positions supervised (e)

None.

Physical and/or mental effort (f)

This position is subject to the continual stress of processing large volumes of work requiring a high degree of accuracy under the pressure of critical deadlines. Some lifting is required.

Working conditions (g)

Exposure to video display screen glare when operating the computer terminal. Overtime may be required to handle heavy workloads with critical deadlines several times during the year.

Date

Incumbent

Supervisor

(Note: Incumbent did not sign. Agreement reached with union.)

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August 20, 2015