

JOB DESCRIPTION FOR Branch Representative

| AUTHORITY, RESPONSIBILITY, ACCOUNTABILITY | | Sept 2019 |
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| Role: | Branch Representative | |
| Assigned to: | Branch Director / Branch Financial Director | |
| Supported by: | Director as assigned | |
| Objectives: | The Branch Representative shall be the primary point of contact for labour relations matters at the unit/detachment level. The Branch Representative shall attempt to resolve local issues, with the assistance and leadership of the Branch Director/Financial Director as required. | |
| AUTHORITY: <i>The legitimate control assigned to use resources and exercise discipline to reach the objective.</i> | | |
| Resources Needed: | Description: | |
| | <ul style="list-style-type: none"> Shall complete PACE Level I within first year of term. | |
| RESPONSIBILITIES: <i>Ownership of duties within this position. Responsibility can be delegated but not shared.</i> | | |
| 1. Acts as the primary contact to all members of their unit, detachment or assigned area. | | |
| 2. Represents members on labour relations matters and workplace concerns by investigating complaints, addressing concerns and exploring resolution with local management, and attending meetings with members (i.e. PSB, grievance, discipline, OIPRD). | | |
| 3. Works collaboratively with their Branch Director in order to address issues requiring further investigation, assistance and direction, in a timely manner. | | |
| 4. Participates on the Health and Safety Committee for their unit, detachment or assigned area as required. | | |
| 5. Ensures that all assigned unit/detachment members are aware of all Branch activities, including regular Branch meetings, and promotes participation, attendance and engagement. | | |
| 6. Maintains notice board in their unit, detachment or assigned area for Association use in a neat and proper manner. | | |
| 7. Notifies Branch Director of any members who are off work as a result of an injury or illness requiring extended time off. | | |
| 8. Ensures that assigned members are aware of by-laws and are afforded their entitlements. | | |
| 9. Maintains working knowledge of all applicable policies, procedures, by-laws, legislation and Collective Agreements (i.e. Civilian and Uniform Collective Agreements, Police Orders, Respectful Workplace Policy, Legal Assistance Program). | | |
| 10. Organizes meeting arrangements for regular and special meetings as requested (i.e. meeting location, food orders). | | |
| 11. Attends all regular Branch meetings. | | |

12. Attends funerals/wakes of an active or retired member in their delegated unit, detachment or assigned area as required.

13. Assists the Branch Executive as required.

14. Participates on Branch Committees as required.

15. Performs other duties as assigned.

ACCOUNTABILITY:

Being answerable for performance and completion of duties.

1. Provides professional representation to the membership that the Branch serves.

2. Provides confidential representation to the membership that the Branch serves.

3. Accountable for all Branch financials and shall be fiscally responsible and transparent to the membership regarding all Branch expenditures.

4. Branch Representative is accountable to the Branch Executive for all aspects of the Branch.