Employment opportunity:
Bargaining Representative II

Are you an experienced advocate interested in working for a progressive health care union with a large and diverse membership, and a broad social justice mandate?

The Hospital Employees' Union is looking for a skilled individual to fill a **full-time Bargaining Representative II** position at its provincial office in Burnaby, British Columbia. Bargaining representatives are advocates for the interests of HEU members by providing a range of bargaining services and by promoting and implementing all policies and programs of the union.

Duties performed by bargaining representatives may vary from assignment to assignment. However, the bargaining representative is expected to perform the full scope of duties within the job description.

This position reports to the Director of Private Sector Bargaining.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The general duties and responsibilities of the Bargaining Representative are as indicated but not limited to the following:

- Prepares and leads a team of local bargaining committees and HEU staff through the collective bargaining process, making strategic recommendations to committees and working collaboratively with the team.
- Reviews and interprets collective agreements and works with locals and their elected bargaining committees to guide the creation of bargaining proposals consistent with the Union's strategic objectives.
- Plans and prepares for collective bargaining with single or multiple site bargaining units and committees.
- Acts as chief spokesperson for HEU during independent sector collective bargaining, while strategizing on how to achieve the best possible result for members.
- Meets with employer representatives and bargaining committees to negotiate renewal or first collective agreements.
- In consultation with the Director of Private Sector Bargaining develops strategic bargaining plans related to multi-site coordinated bargaining.
- Leads, coordinates and is the spokesperson for multi-site coordinated bargaining.
- Works as a technical specialist providing advice and prepares locals and their committees for collective bargaining.

- Manages bargaining committee and caucus dynamics. Helps reconcile differing opinions within the bargaining committee and applies a professional approach to managing difficult discussions with the employers.
- Coaches team members on effective and productive conduct at the bargaining table and with members.
- Provides advice and guidance on difficult situations.
- Identifies areas of risk and opportunity related to collective bargaining and develops action plans to meet the best interests of the union.
- Facilitates and assists bargaining committees to mobilize and organize members on key issues, in contract campaigns.
- Works with members, representatives and at times the community, to develop internal and external organizing campaigns that support collective bargaining.
- Makes recommendations to the Director of Private Sector Bargaining on potential disputes up to and including job action and strikes.
- Prepares for and conducts Labour Board facilitated mediation.
- Under the direction of the Director of Private Sector Bargaining, assists, guides and prepares committees to draft bargaining bulletins, develops and presents comprehensive reports, conducts strike and ratification votes and may assist with negotiating essential service levels.
- Under the direction of the Director of Private Sector Bargaining, is responsible for coordinating the activities of committee members and representatives related to escalating job action and strikes.
- Mentors Bargaining Representatives on the career track on the day to day performance of their duties.
- Maintains up to date familiarity with labour, employment and human rights-related legislation and collective agreement language.
- Acts on behalf of the union in the preparation and presentation at the Labour Relations Board.
- Acts on behalf of the Union in third party hearings related to collective bargaining.
- Researches, prepares and presents briefs or submissions to Labour Relations Boards and other administrative tribunals.
- Acts as facilitator at union educational schools or seminars.
- Participates and encourages involvement at all affiliated labour bodies and at all political levels to further the interests of organized labour.
- Works to implement all policies and programs as approved by the HEU Secretary-Business Manager and HEU Provincial Executive.
- Undertakes special tasks and assignments as required, within the scope of the Bargaining Representative Career Track.

QUALIFICATIONS AND EXPERIENCE

- A minimum of 3 years' experience with collective bargaining, augmented by other labour relations experience including excellent collective agreement interpretation skills and the ability to represent members in all aspects of collective bargaining.
- Excellent oral and written communication skills, including the ability to listen effectively, persuade others, and resolve complex problems using a high degree of independent judgment.
- Experience with internal organizing campaigns that support bargaining committees, rank and file members and at times with community, to achieve collective bargaining success.
- Demonstrated ability to build and maintain effective working relationships with internal and external contacts.
- Demonstrated ability to establish clear expectations and effectively resolve differences in sometimes highly adversarial situations.
- Strong ability to effectively deal with conflict and to prevent escalation.
- Demonstrated ability to identify areas of opportunity and risk, recommends solutions to resolve issues in the best interest of the union and, understands and evaluates the long-term impact of decisions related to the bargaining process.
- Ability to analyze and interpret complex issues where considerable variation in interpretation is possible.
- Demonstrated commitment to diversity, equity and inclusion and the ability to apply an equity analysis to the bargaining context.
- A track record of effective and respectful communication with others (written, oral and listening).
- Strong interpersonal skills.
- Skilled at resolving conflict and able to accept and reflect on feedback from others.
- Knowledge of relevant BC workplace legislation such as the *Labour Relations Code, Employment Standards Act,* and the *Human Rights Code*.
- Strong commitment to labour principles and the goals of HEU.
- Involvement in the labour movement, effective knowledge of HEU and HEU constitution and bylaws.
- Demonstrated ability to work to deadline and under pressure and able to manage competing priorities and demands
- Effective organizational and time management skills.
- Proficient at keyboarding and using Microsoft Word, Outlook, Excel and on-line communications platforms such as Zoom.

Or an equivalent combination of education, training and experience.

WORKING CONDITIONS

Representatives may be required to work evenings and weekends. The ability to travel throughout BC is required. A valid driver's license and access to a vehicle for work are necessary.

This is a unionized position. Compensation is based on a collective agreement and includes a 72-hour fortnight and generous vacation time and benefits, including a defined benefit pension plan. The current annual salary for this position is $125,555.04.

ABOUT HEU

Since 1944, the Hospital Employees' Union has advocated for better working and caring conditions, defended public health care, and stood against privatization. We have a long history as a strong, democratic, progressive, socially conscious union committed to social justice and advancing labour and human rights on a local and global level. We identify and challenge historical and systemic inequities and hear, respect, serve, empower, and advocate for each and every member. Together we fight for fairness, solidarity, equity, inclusion, and understanding, knowing that our members' economic security depends on our success.

HEU is an equal-opportunity employer. We are committed to being a workplace that is free of discrimination, values diversity, and is representative of the communities we serve. We encourage applications from qualified people of all equity-seeking groups, including Indigenous persons, Black persons, racialized persons, persons with disabilities, all gender expressions and identities, and sexual orientations.

Interested in working with us? Here is how to apply.

Please send your resume and cover letter to: **Jobapplication@heu.org (subject line: Bargaining Representative II - Your Name) by 4:00 PM, Friday, November 13, 2026.**

Applications will be reviewed as received.

Please note that due to the anticipated volume of applications, we will only be responding to applicants selected for an interview.