

## ASSISTANT GENERAL SECRETARY

Reports to: General Secretary

Grade: PS 34

**Bermuda Public Services Union** is looking for an ambitious, energetic individual to join the Senior Management team.

This is an outstanding opportunity for a sharp, creative individual who thinks intelligently, challenges convention and makes change happen.

### SCOPE:

This post will build and maintain relations with all stakeholders to effectively manage Industrial and Labour Relations for the Union. The individual will serve as a strong advocate maintaining professional and productive relationships with Senior Management and through the General Secretariat. The individual will contribute to strategic direction and assist with promoting and delivering the Union's key objectives and priorities.

The individual will work in accordance with the Constitution of Bermuda Public Services Union (BPSU) and relevant legislation.

It is essential for the person appointed to this role possess a dynamic and enthusiastic style of management and leadership that is able to encourage and motivate a wide range of Union members and employees.

He/She will also be expected to demonstrate an understanding and commitment to partnership within a union environment and be committed to the success of Bermuda Public Services Union (BPSU)

### KEY ROLE AND RESPONSIBILITIES

- Manage and lead negotiations with employers on behalf of members and provide advice and leadership to members and shop stewards on all industrial relations matters.
- Provides clear interpretation and application of the Trade Union Act, Workers Compensation Act, Essential Services Act, Labour Relations Act and other relevant legislation.
- Responsible for organizing members in most divisions, plan and provide training for members and shop stewards and to undertake economic research for negotiations.
- Must be skilled and experienced in leading major change management projects. He/she will have considerable experience with collective bargaining strategies, tactics, goals, and objectives as well as strategies for arbitration and issue resolution.

- Develops and implements BPSU's collective bargaining and policy objectives and ensures the Union's influence is maintained and members' interests protected.
- Ensures good management practice within the Union, implementation of training and development programmes and for staff, shop stewards and members including regular follow-up meetings to discuss progress on achieving objectives, targets and outcomes.
- Undertakes other duties as required by the General Secretary and/or job profile of this post.

**KNOWLEDGE, SKILLS & ABILITIES:**

*(The knowledge, skills, abilities and characteristics required for satisfactory job performance)*

- In-depth knowledge of employment and labour legislation and practices
- Strong organizational and time management skills to manage multiple projects at once and lead cross-functional teams
- Have excellent presentation and public speaking skills
- Computer proficiency with experience with the Microsoft Office Suite
- Ability to collect, assimilate and analyze data and present concise results
- Ability to work independently but also collaboratively as part of a team

**EDUCATION & EXPERIENCE:**

*(Educational requirements and any prerequisite work experience required for satisfactory job performance)*

- Bachelor's degree in Business Administration or other related field is required
- Minimum of 5 years labour relations experience in a unionized environment
- Experience in negotiations, conducting investigations, and grievance handling
- Experience in investigating and administering/effectively recommending all levels of employee discipline under collective bargaining agreement(s) and applicable Union work rules

***Interested persons should apply by forwarding an application letter and resume no later than March 11<sup>th</sup>, 2016.***

***Email: [eballjr@bpsu.bm](mailto:eballjr@bpsu.bm) or by hand to the attention of the General Secretary.***