



**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 30**  
**Posting – BUSINESS AGENT**

**Job Posting Closing Date:** June 7, 2026

**Union:** COPE #397

**Number of Openings:** up to 2 Temporary – Full Time (up to 11 months)

**Work Location(s):** CUPE Local 30 Union Office at 10425 Princess Elizabeth Avenue & various other job sites

**Description**

The Canadian Union of Public Employees, Local 30 is seeking a highly developed Union Activist with strong analytical skills and possesses the ability to exercise sound judgement and independent decision making related to all of the Bargaining Units under CUPE Local 30. This is a challenging position that requires substantial knowledge, patience and understanding of the interests of the General Membership and the Labour Relations Industry.

**The key responsibilities of this position include:**

- Grievance handling, including case assessment, preparation of presentations, research, presentation of grievances, work with legal counsel and liaison with the Local 30 Grievance Committee
- Preparation for attending arbitration hearings in support of legal counsel
- Accompanying and representing members at disciplinary meetings
- Preparation of correspondence and reports as required on grievances, reclassifications, benefits and negotiations.
- Participate or lead in the bargaining process
- Answering telephone inquiries and responding to members in a timely fashion
- Attending Union / Management meetings
- Reviewing and recommending responses to posting waiver requests
- Briefing and advising the President on issues as they arise
- Providing appropriate representation to members on benefits issues, short and long term Disability
- Participate as a member of on-going joint committees, as assigned
- Provide representation to members requiring special placements or duty to accommodate
- Research and prepare appropriate documentation for assigned projects
- Provide assistance to members in their understanding of class specifications, job descriptions development and position allocation and classification appeals
- Monitor job postings to ensure that they adhere to the requirements of the various Collective Agreements
- Ensure that positions are appropriately assigned within CUPE Local 30's jurisdiction
- Other related duties as required

**Job Requirements:**

- Minimum Grade 12 diploma plus related experience in Labour Relations or an equivalent combination of training and experience
- Strong knowledge and demonstrated experience in the area of Labour Relations including grievance handling and representation and a strong working knowledge of the Labour Relations Code, Employment Standards Code, Human Rights Act and related statutes
- Knowledge of the Trade Union movement
- Highly developed communication, problem solving and interpersonal skills
- Strong computer skills including standard office processing software
- Ability to express the thoughts, ideas, and Union Policy in both written and verbal forms
- Possession of a valid Class 5 Alberta Motor Vehicle Operator's License and the use of a personal vehicle

**Other Assets:**

- Post-Secondary/Union education in a related area of specialization
- Knowledge of the Worker's Compensation Act, Occupational Health & Safety Act and/or experience with the Appeals Commission for Alberta Workers' Compensation
- Familiarity with CUPE Local 30 Collective Agreements

**NOTES:**

1. Applicants considered will be required to undertake extensive written examinations during the interview process.
2. A satisfactory Criminal Records Check will be required prior to the start of the position.

**Hours of Work:** 40 hours per week, Monday to Friday: **Any eight (8) hours between 07:00 and 18:00 hrs.**

**Salary Range:** **Salary and benefits as per the COPE 397 Collective Agreement (\$54.373/hr - \$61.422/hr including Benefits)**

**General:** The work locations, job requirements, hours of work and salary are subject to change based on the collective bargaining process. **Please submit resumes to [admin@cupe30.ca](mailto:admin@cupe30.ca) or to**

**CUPE LOCAL 30 (#102, 10425 Princess Elizabeth Avenue, Edmonton, AB, T5G 0Y5) in a SEALED ENVELOPE marked CONFIDENTIAL. Please address as ATTENTION: President.**