



EXECUTIVE DIRECTOR PERMANENT FULL-TIME

The Role of The Executive Director (ED)

After 50 years of representing BC's post-secondary educators, the Federation of Post-Secondary Educators (FPSE) is looking for a professional to manage the operational elements of the organization. This reflects the growing demands on the Federation as members' needs have grown and the sector has become more complex. In hiring an ED, FPSE seeks to create continuity and consistency in its service provision, freeing the elected members of the Executive to grow their political and member engagement roles.

Job Purpose

The Executive Director (ED) champions the Federation's mission to support local associations in their work. They do so by managing the day-to-day operations of the Federation's staff and office, ensuring that services are delivered efficiently and effectively. The ED works closely with an Executive but is ultimately responsible to the Federation's governing body.

Working with its CUPE-affiliated staff and through its collective agreement, the Executive Director will strengthen and build the workplace culture to ensure FPSE provides excellent service to its member organizations. This is a key role for the business of the organization and involves planning, organizing, directing, controlling, and administering FPSE operations.

This high-profile position requires a dynamic, adaptive, and resourceful leader who, amidst an ever-changing environment, inspires committed engagement in the FPSE staff team as well as with member organizations, the Executive Committee, and the Presidents' Council. The Executive Director must be dedicated to the labour movement and its principles. This role is best suited for a strong relational leader who can foster a safe and supportive environment for staff through thoughtful and clear management practices. The ED will guide and lead FPSE through new opportunities as well as fulfil the organization's strategic plan in consistence with operational and governance policies. The ED's leadership will also embrace and reflect the FPSE's vision, mission, guiding principles, and values.

Duties and Responsibilities

The Executive Director reports to the President of FPSE and, at times to the Secretary-Treasurer to ensure that duties and responsibilities are carried out. The role's responsibilities include but are not limited to the following:



Strategic Leadership

- Works with the Executive Council to implement strategic priorities and to identify opportunities to meet emerging trends and challenges, key opportunities, and post-secondary interests/needs;
- Aligns operations and develops staff buy-in with current strategic priorities;
- Ensures that strategic priorities are communicated, as appropriate, with internal and external stakeholders.

Leadership of Quality Service Delivery

- Oversees the provision and quality of FPSE resources, legal services, and advocacy on behalf of members and the public post-secondary system;
- Contributes to strengthening the capacity and bringing out progressive solutions to the critical issues facing members;
- Engages with member organizations to learn their perspectives on FPSE's service delivery and strive for excellence in membership service; and
- Provide leadership, quality assurance, and excellence in FPSE events, such as the AGM, workshops, training and other activities.

Operational Leadership and Workplace Culture

- Provides leadership, context, direction, and support to the staff team to position the team for success in their operational roles;
- Implements best practices and has a strong understanding of managing and relationship-building in a unionized workplace;
- Oversees business systems to ensure an effective and sustainable infrastructure to support the work of the staff team;
- Oversees and engages in human resources issues and union issues relating to the staff team;
- Sets out clear objectives and goals, provides mentoring, regular performance feedback, and documents performance appraisals annually or more frequently with staff;
- Ensures that the Collective Agreement (and other employment laws and standards, as applicable) are adhered to at all times and seeks legal advice when necessary; and
- Creates a safe, positive, respectful and motivational work environment through proactive conflict management and mentoring to enhance employee satisfaction and productivity.

Financial Integrity and Risk Mitigation

- Acts as the key staff oversight and operational financial control in collaboration with the Secretary-Treasurer and/or the President of FPSE;
- Oversees legal, regulatory, and professional requirements of the workplace and service deliverables;
- Provides oversight of the FPSE staff accountant to support any requirements of the Third-Party Auditor; and
- Identifies financial, reputational, service delivery and other risks to the Presidents' Council in a timely and urgent manner and identifies ways to mitigate risk.



Qualifications

Education, Knowledge, and Experience

- Combination of Education and Experience:
 - Master's degree (e.g., MBA, MA in Leadership, etc.) plus 5 years of management experience.
- Experience managing unionized staff and leading in a unionized environment.
- Experience working with an Executive Committee, Council, Board of Directors or similar.
- Strong HR and managerial skills.
- Knowledge and experience leading in a unionized environment.
- Experience implementing strategic initiatives with clear outcomes.
- Experience overseeing financial and risk management.
- Experience improving and striving for excellence in quality service outcomes.

Skills and Competencies

- Strong people management skills and experience with all aspects of human resource management and labour relations.
- Strong change management skills and ability to help grow an organization.
- Strong relationship-building skills and experience working collaboratively and effectively with various external stakeholders.
- Strong financial and risk management skills.
- Ability to work collaboratively and effectively with an Executive Committee and Presidents' Council.
- Excellent verbal and written communication skills.
- Proficient with standard office software and technology.

Other Requirements

- Must consent to a Criminal Record Check as required.
- Must be legally entitled to work in Canada.

Working Conditions

This position works in a unionized office environment.

This is a full-time, salaried position. As such, occasional, early, evening and weekend hours are required to accommodate the position's governance, political and operational requirements.

The ED will be primarily working in-person out of FPSE's main office in Vancouver, BC. However, there are expectations that the successful candidate is able to travel domestically and be away from home, for up to a week, for their work.

The Executive Director position receives a comprehensive compensation package which includes a salary range of \$135,000 to \$150,000, extended health benefits, and MPP.

FPSE is committed to providing a respectful and safe workplace for all its employees, members, and visitors.