

PEINU Position Profile *Executive Director*



Reports to: *Board of Directors*
Date prepared: *May 2018*

Scope of Position

The Executive Director of the Prince Edward Island Nurses Union (PEINU) is the Chief Labour Relations Officer for the union. The Executive Director provides leadership, direction, and coordination for all activities and operations of the union. The Executive Director is responsible for overseeing and ensuring effective financial planning, human resource (HR) planning and administrative services to achieve the overall constitutional mandate of the union.

In carrying out the duties assigned, it is her/his responsibility to maintain collaborative relationships with the President, Board of Directors (Board) and local executives.

Key Responsibilities

Labour Relations/Collective Agreement:

1. Is strategic advisor to the President and the Board in all matters pertaining to the interpretation, application and administration of the Collective Agreement.
2. Acts in a leading role for the Union in the collective bargaining process, in consultation and cooperation with the Union's Negotiating Committee. Assists the Negotiating Committee in preparing and updating a collective bargaining framework and strategy, establishing priorities among proposals as new situations emerge. Updates the Board concerning progress and advises the President on the need for timely interventions at more senior levels.
3. Responds to inquiries from members/union representatives. Assists and participates, as required, in filing and managing grievance proceedings according to the PEINU collective agreement and Union policy.
4. Monitors unions, provincially and nationally, for issues, trends and opportunities concerning salaries and employment conditions within the health sector which may influence future success of the Union's efforts on behalf of the membership.

Communication:

1. Is jointly responsible, with the President, for establishing and maintaining effective relationships with the membership, employer, government departments and agencies and all other organizations which have a bearing on the success of the Union and its members, both within and outside the Province.
2. Ensures the Board is routinely informed on all key issues that have a bearing on the success of the Union and its Locals.

3. Is jointly responsible for on-going promotional and public relations initiatives on behalf of the Union, and identifies media opportunities for enhanced exposure of the Union and its membership.
4. Prepares written briefs, submissions, recommendations and responses as required. Represents the Union, in collaboration with the President, in meetings with the Employer, government representatives and any other organization/agency which which may impact the work of the Union, both within and outside the Province.
5. Ensures a regular and reliable flow of relevant information to Union Locals, through the most appropriate means, as well as to the general public according to a plan approved by the Board.
6. Maintains a collaborative relationship with CFNU and represents PEINU through participation in meetings and joint initiatives with the national organization.
7. Responds to information requests from external sources on behalf of the Union.

Leadership:

1. Supports the membership by attending key meetings with the President, Board, Communication Officer and others to guide the growth and service delivery consistent with the objectives, vision and mission of the Union.
2. Attends all meetings of the Board and Executive in an advisory capacity: providing input to discussions and decisions as requested by the President; advises the President and Executive concerning the Board agenda; assists the Board in conducting business meetings; provides Board members with the information necessary to process the agenda; ensures that follow-up action(s) is taken on all Board decisions; and assists the president in the interpretation of the Constitution and By-Laws.
3. Is jointly responsible, with the President, for the management and direction of the Union.
4. Provides the Board information, professional advice and direction on all matters before it, including budget and operating policies, collective bargaining issues and proposals and public relations issues. Assists the Board in reaching decisions, and ensures that all decisions reached by the Board are implemented.
5. Carries out an orientation and information program for all newly elected members of the Board within one month following their appointment.
6. Participates on all committees of the Union as a non-voting member, acting as adviser to the Committees and Locals of the Union, in accordance with the Bylaws.
7. Develops and maintains a management manual for the Union, including Board policies and procedures, for the benefit of the Board and ensures that the Board are aware of standing policies as issues arise.

Human Resources/Office Management:

1. Ensures professional standards are maintained in all operations of the Union; administers its personnel policies; oversees the performance of office employees; conducts performance reviews in accordance with policy and participates in the selection, orientation and training of new staff.

2. Responsible for maintaining operational records and files of the Union, ensuring the safe custody of all books of account, records, correspondence and other property/assets of the Union.
3. Oversees and is responsible for the office building, finances, day to day operations and management. Ensures necessary upgrades and preventative maintenance.
4. Acts as direct supervisor to all office employees.

Finance:

1. Reports to the Finance Committee and Board on all matters of finance and manages the finances and operations of the Union by ensuring that necessary safeguards are in place to maintain its fiscal integrity.
2. Advises on and assists in preparing annual budgets.
3. Acts as a signing authority on the general account. Jointly approves expenditures within the budget and refers expenditures exceeding \$1000 not approved in the budget to the Executive, according to the By-Laws.
4. Works with accounting and banking representatives to monitor and carry out necessary financial transactions.

Minimum Requirements

- University degree in related field.
- Knowledge of supervisory/management best practices.
- Experience with a unionized environment.
- Proven leadership, team-building, conflict management and facilitation skills.
- Superior interpersonal and collaborative skills as well as excellent oral and written communication skills.
- Knowledge of collective bargaining process, collective agreements, relevant acts and regulations and current issues related to nursing and health care.

Additional Qualifications

- Experience interpreting collective agreements and leading or participating in union negotiations/collective bargaining would be an asset.
- Law degree and/or CPHR certification would be an asset

Other

- Access to reliable transportation.
- Criminal Record Check is required prior to beginning employment.