



Simon Fraser University Administrative & Professional Staff Association

## JOB POSTING

**Position:** Executive Director, Administrative & Professional Staff Association

**Employment Duration:** Continuing Full-Time (please note, this is not an SFU position)

**Location:** Burnaby, BC

**Pay Range:** \$87,397 - \$104,365 annually (APSA Pay Grade 13)

The Executive Director of the Administrative & Professional Staff Association (APSA) is responsible to the APSA Board as the Association's chief administrative officer. Under the general direction of the President of the Association, the Executive Director manages the day-to-day operation and administration of the Association's work representing the administrative and professional staff of Simon Fraser University (SFU). With an expert knowledge of APSA's "Basic Agreement" and the "Terms and Conditions of Employment" with the University, as well as the Association's "Constitution & Bylaws", the Executive Director serves a key leadership role both internally and with external stakeholders.

Duties include but are not limited to providing advice to members and the Board relating to the above documents, fostering respectful and constructive relations with the University's administration, engaging in amicable dispute resolutions, negotiating APSA grievances and collective agreements, managing APSA staff, researching, analyzing and advising on policy issues as requested by the Board, providing budget preparation and management assistance to the APSA Treasurer and assessing APSA member inquiries, complaints and potential grievances to ensure a timely and appropriate response.

It is the Board's role to set policy and infuse an appropriate culture of conduct and business for the Association. It is essential to the success of the Association that the Executive Director supports and promotes the Board's objectives. The Board frequently relies on the Executive Director to supply accurate and pertinent information that will enable the Board to make informed decisions. The Executive Director is a non-voting member of the Board, standing and ad hoc committees and negotiating teams.

## QUALIFICATIONS

- Bachelor's degree and five years of related experience in a senior management role, preferably within post-secondary education, or an equivalent combination of education, training and experience.
- Excellent knowledge of labour relations, negotiations, legal processes, policy development, finance, human resources and administration operations.
- Excellent leadership skills and experience working with an executive board and volunteers.
- Demonstrated ability to build partnerships and advance strategic initiatives.
- Excellent organizational, analytical reasoning and time-management skills.
- Excellent problem-solving and conflict resolution skills.
- Excellent interpersonal, intercultural and communication (oral, written and presentation) skills.
- Ability to develop relationships and partnerships and to work collaboratively.
- Ability to interpret and apply policies.
- Proficient in coaching, leading, mentorship and team building.
- Proficient in the use of standard office applications and enterprise-level information systems.
- Ability to maintain strict confidentiality, exercise initiative, diplomacy, tact and judgement.
- Ability to arrange suitable transportation to various campuses.

Please apply to Wanda Dekleva, President, APSA – [apsa@sfu.ca](mailto:apsa@sfu.ca) by September 30, 2018.