



Executive Director, Employee Relations & Sector Initiatives

Are you a well-experienced senior manager looking for a new challenging career opportunity that will optimize your advanced strategic leadership and human resources professional skills? The BC Public School Employers' Association (BCPSEA) is seeking an experienced professional to provide direction, coordination, and oversight of certain BCPSEA sector-wide initiatives that includes employee relations, exempt compensation, and human resources services.

The incumbent reports to the Chief Executive Officer (CEO) and is a key and integral member of the BCPSEA Executive Leadership Team (ELT) in support of BCPSEA's mandate, strategic plan, goals, and objectives, and helps direct and manage BCPSEA's strategic operations, objectives, and activities.

As Executive Director, you are a strategic leader and thinker with purposeful problem-solving competencies, critical operational analysis and decision-making abilities, capable of providing expert advice on complex issues, and effectively communicating sector-wide in a meaningful and clear manner. You will develop and provide innovative best practices and act as a lead on critical emerging and new employee relations, human resources policy issues and sector initiatives.

Your key responsibilities will be:

- Providing sector-wide employee relations advice for exempt positions, in particular, regarding exempt compensation, employment contracts, and their terms and conditions of employment.
- Directing and coordinating key BCPSEA sector-wide human resources services, such as, exempt compensation and job evaluation (exempt and union); occupational health & safety and wellness promotion; and strategic talent acquisition and recruitment services including Make a Future's recruitment marketing and applicant tracking service.
- Directing BCPSEA's professional development and training programs (ONCORE) that provide online and in-person training for the sector on labour relations and human resources matters.
- Providing advice and coordinating new initiatives and policies for sector implementation, which includes working with our partners such as the Ministry of Education & Child Care and/or the management associations.
- Advising on and contributing to internal and external communications, preparing various briefing reports on emerging and current issues, preparing background materials, and supporting information, and drafting BCPSEA policies and procedures.
- Participating as a key and integral member of the BCPSEA Executive Leadership Team (ELT), including contributing to the strategic planning of the association in a highly collaborative and supportive manner.

- Providing direct advice and support for/to the CEO and the BCPSEA board and preparing reports for the board as required.
- Working collaboratively with BCPSEA's Manager, Finance to develop and monitor budgets and expenditures.
- Supporting the CEO regarding BCPSEA internal staff compensation and providing advice regarding any internal BCPSEA staff employment matters.

Education and experience

The Executive Director, Employee Relations & Sector Initiatives must possess:

- Bachelor's degree (for example, in human resources, labour relations, law, business)
- Master's degree or LLB is a strong asset
- Extensive responsibilities and experience in employee relations, labour relations, and human resources
- Experience with exempt compensation and exempt employment matters is preferred
- Experience working in the public sector, and direct experience in the K-12 sector is an asset
- Significant proven ability to draft, compose, write, present, and communicate effectively for multiple audiences and partners
- Ability to conduct research and conduct policy analysis and its implementation
- Ability to develop and foster robust working relationships with our partner groups
- Effectively managed teams of senior professionals and staff
- Experience in developing and managing a budget

Competitive Compensation and Benefits

The expected hiring salary range for this position is \$178,364 - \$194,102. We offer 13 statutory holidays, a competitive benefits package, including extended health and dental with immediate coverage upon starting, and a \$2,000 annual wellness allowance, as well as pension with the Municipal Pension Plan. In determining salary, BCPSEA considers many factors including the candidate's competencies, skills, and experience as well as internal equity.

Hybrid Structure

We offer a hybrid work schedule with the option for remote work for the majority of the work week. There will be times when in-person work is required.

Training

We offer staff regular training and support professional development opportunities. As part of our ongoing commitment to foster a safe and inclusive workplace, all staff will be provided with: Reconciliation; Diversity, Equity, and Inclusion; and Respect in the Workplace training as part of their onboarding with us.

Reconciliation

The BCPSEA office is located at 300 – 2889 East 12th Avenue in Vancouver on the traditional and unceded territory of the x^wməθk^wəyəm (Musqueam), Sk̓wx̓wú7mesh (Squamish), and səliiwətał (Tsleil-Waututh) peoples. Our work spans across the Province of BC, which is home to thousands of First Nations, Inuit, and Métis peoples across British Columbia, each with unique

traditions, history, and culture. We are committed to Reconciliation and to strong Indigenous partnerships and relationships.

Inclusivity

We are an inclusive and accessible employer. Reconciliation, and Equity, Diversity, and Inclusion are embedded in our [organizational goals](#). We encourage applications from all qualified individuals, including Indigenous, Black, people of colour, all genders, 2SLGBTQIA+, and persons with disabilities.

Accommodations are available for interviews and in the workplace. If selected for an interview, we will provide you with information on how to request accommodations.

Who are we?

BC Public School Employers' Association provides trusted sectoral leadership in collective, bargaining, labour relations, and human resources across BC's public education school sector with 60 School Districts. Through our services, support, advice, and professional learning offerings we work together with school districts, government, and our partners to ensure the success of the public education system. The K-12 education sector has 5,500 exempt employees, 49,000 unionized teachers, and 40,000 unionized support staff.

How to apply

We invite qualified individuals to apply online at <https://bit.ly/4eMEA3g> with a cover letter and résumé by Friday, November 1, 2024. For questions about this role, please email Bruce L Anderson, Chief Executive Officer at brucea@bcpsea.bc.ca.