



The UPEI Faculty Association, the sole and exclusive bargaining agent for over 400 academic staff members at the University of Prince Edward Island, invites applications for the position of **Executive Director**.

Working collegially with members of the UPEIFA Executive Committee and other UPEIFA staff, the Executive Director acts as policy advisor, consultant, and resource person to the President and other FA officers. As a continuing appointment, the Executive Director works to ensure operational continuity and knowledge transfer when there are changes in membership on FA committees (including the Executive Committee). The Executive Director reports to the UPEIFA Executive Committee, through the FA President or designate.

**Position Title:** Executive Director

**Employment Term:** Permanent, full-time position

**Salary range:** **\$90,000 - \$100,000 per annum** (depending on qualifications and experience)  
*The UPEIFA offers its employees a competitive benefits package*

### **Duties**

- Assist and advise the officers and committee chairs in their tasks, such as grievance matters, salary negotiations, equity and appointments matters, and outreach to members.
- Serve as a grievance officer and advise on interpretation of the Collective Agreement.
- Serve on any Joint Committees as may be relevant.
- Assist with preparing for negotiations, and advise the negotiating team.
- Help create an environment in which Executive members can productively pursue goals consistent with a member-led organization.
- Facilitate strategic planning for the operations of the Association.
- Attend the meetings of the Executive Committee and give regular reports.
- Advise on and help manage communications with UPEIFA members, and support Executive members in their communications with their constituents.
- Assist in strengthening the Association's presence within the University and developing relationships with other local, provincial, national, and international higher education, and with labour associations and other bodies that pursue similar objectives.
- Work with the FA Executive Committee and Office Manager to develop and maintain institutional knowledge documentation.
- Provide direction to the Association's staff, as required.

Additional duties may be delegated by the President or designate.

### **Qualifications**

- Holds a university degree or its equivalent, is thoroughly acquainted with the postsecondary sector provincially and regionally, and is comfortable in an academic environment.
- Has a demonstrated commitment to the advancement of labour organizations and has experience with a range of labour negotiations.



- Has a demonstrated commitment to the principles of equity, diversity, and inclusion (EDI) and to the core academic values of fairness and academic freedom and responsibility.

### Assets

- Experience as an academic staff member, conducting teaching, research, and service in a unionized post-secondary environment.
- Experience in collective bargaining and/or collective agreement administration.
- A demonstrated knowledge of union and board governance.

### Competencies

Has a broad array of other relevant competencies, including:

- superb interpersonal skills and sound judgment;
- a high degree of personal initiative;
- outstanding leadership, management, and analytical skills;
- outstanding written and oral communication skills;
- the ability to work both independently and collaboratively;
- the ability to supervise others effectively;
- the capacity to be self-directed, flexible, and discreet; and
- a working knowledge of IT, human resources, and financial management
- an ability to facilitate partnerships and collaboration to build consensus on complex issues.

### Application Instructions

Applications must include a cover letter, curriculum vitae, and the names of three references. Enquiries and applications (a single PDF preferred) should be *e-mailed* to:

Simon Lloyd, Vice-President  
University of Prince Edward Island Faculty Association  
550 University Avenue  
Charlottetown, PE C1A 4P3  
Email: [simonl@upeifa.ca](mailto:simonl@upeifa.ca)  
Tel: 902-394-1301

Review of applications will commence **February 26, 2024**, and will continue until the position is filled.

*The UPEIFA is an equal opportunity employer. Members of equity seeking groups are encouraged to self-identify. Women, workers of colour, workers with disabilities, lesbian, gay, bisexual, transgender, queer, two-spirit, intersex and Indigenous workers are encouraged to apply for this position.*