



ASSOCIATION OF EMPLOYEES SUPPORTING EDUCATION SERVICES

880 Harrow Street East | Winnipeg, Manitoba R3M 3Y7

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Proud Member of the Confederation of Canadian Unions

POSITION VACANCY

Applications are invited for the full-time position of Executive Director for the Association of Employees Supporting Education Services (AESES), bargaining agent for more than 3,200 employees of the University of Manitoba, The University of Winnipeg and St. Andrew's College.

Letters of applications, accompanied by a current resume, may be submitted to the AESES Office; c/o Lisa McKendry; 880 Harrow Street East; Winnipeg, MB; R3M 3Y7 by **Friday, September 27, 2024**. Applications may also be submitted by email to lmckendry@aeses.ca.

Position:	Executive Director
Salary (Annual):	\$80,589.60 - \$122,977.40, plus benefits package
Proposed Start Date:	December 2, 2024
Hours of Work:	8:30 a.m. – 4:30 p.m., Monday to Friday (occasional overtime will be required with this position)
Probation/Trial Period:	840 hours worked
Location:	AESES Business Office, 880 Harrow Street East

RESPONSIBILITIES:

Management, Policy and Organization

Providing advice and support to the President, Executive Council, Board of Representatives and Standing Committees, the Executive Director:

- Ensures that the Association's constitution, by-laws and policies are observed, and that legal and contractual obligations are met.
- Acts as a professional advisor to the elected officers on all areas of the Association's activities and objectives. Enables the Executive and Board to fulfill their responsibilities by ensuring that they are kept abreast of immediate events and providing options for decision-making.
- Participates with the Executive and Board to develop a vision and strategic plan to guide the Association.
- Analyzes the effect of new laws or administrative regulations on human resources and labour relations matters. Recommends policies and designs procedures for Executive and/or Board approval.
- Assist with conducting the business of the membership at the Board and Executive meetings by working collaboratively with the President to develop agendas for meetings and participates in meetings as a non-voting member.

- Implements decisions of the Executive, Board and membership by direct action, delegation to other staff or communication with appropriate elected officers or committees.
- Develops and organizes educational workshops for the Board of Representatives and may facilitate workshops and/or meetings.

Administrative and Personnel Management

In relation to the Business Office Staff:

- Responsible for coordinating all administrative requirements of the Association. Determines and implements procedures and policies of this area.
- Responsible for the day-to-day supervision, allocation of work assignments, approval of vacation time and other requests, conducting yearly performance appraisals, and ensuring that all office employees' job descriptions are accurate and up to date. Coaches and mentors staff as appropriate to improve performance.
- Establishes a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Responsible for the hiring, disciplining and dismissal of all staff.
- Participates in hiring committees as defined in policies and procedures for hiring staff. Vets applications for all hiring committees.
- Investigates and co-ordinates the staff benefits of the Association employees. Maintains staff records.
- Identifies and facilitates professional development opportunities for staff.
- Responsible for ensuring records and office security.

In relation to the Association:

- Accountable for all the Association's accounting including all financial reports, banking and investments, working in conjunction with the Association Treasurer. Provides information, advice and recommendations on the status of accounts to the officers of the Association.
- Responsible for the general ledger postings and year-end audit with the Association auditor.
- Ensures the Association complies with all CRA, WCB, and other legislation and regulations regarding payroll, including preparation and submission of T4 slips.
- Oversees the preparation of a draft yearly budget for approval by the Finance Committee and, ultimately, the Board of Representatives. Responsible and accountable to ensure that the Association stays within the yearly budget.
- Ensures all lease obligations are fulfilled through dealing with the building owners/managers and lawyers. Determines leasehold improvement requirements ensuring completion of same.
- Determines the need of all major equipment and furniture purchases. Coordinates purchase and set-up of new systems, training of staff when necessary and resolves computer-related problems.
- Confers with the President regarding current issues of the Association. Develops and/or recommends a review or changes to Association procedures and policies.
- Advises on the Association's public profile and on public relations matters, such as grievances, bargaining, etc. This includes advice to the President on all statements to the media and overseeing all news releases. The Executive Director maintains contact with the media and may speak on behalf of the Association only by delegation from the President.

- Provides oversight and advice regarding Association communications, including the work of the Communications Officer.
- May prepare proposals/applications for available grant funding.
- Attends courses/seminars and meetings with experts in a particular field to keep up to date on implementation and/or changes in legislation or benefits.
- Monitors legislative developments affecting the Association or its objectives. Proposes options or advice for action; participates in the writing of briefs and submissions, as well as meetings with government officials.
- Participates with Association officers in meetings with the employers and with other external bodies.
- With the Association President, establishes and maintains good relationships and collaborative arrangements with other University of Manitoba and University of Winnipeg unions and student organizations.

Relations with Committees

Providing advice and support to the President, Executive Council, Board and Standing Committees, the Executive Director:

- Advises and recommends on areas of discussion as required. Receives the input of these officials regarding Association policies and/or goals.
- Communicates with members of the Association on matters of the Association's activities and is the liaison between the Business Office and various committee chairs. The Executive Director will monitor the committees' activities and, where necessary, delegate to another staff member, or may recommend that contact be made by an elected officer.
- Provides advice and guidance to Association committees to decide on events, subjects, areas of concern and direction.
- May be required to write articles on subjects of general interest to the membership.

Contract Administration and Collective Bargaining

- Works with staff and elected officials directly responsible in contract administration, including grievances, arbitrations, and Labour Board hearings, providing guidance and advice and participating in meetings when required.
- Interprets the Association's collective agreements.
- Together with the Association's labour team, provides advice and assistance to members and elected officials on contract matters. Negotiates with the universities' administration in the interpretation, application and implementation of the terms of the Collective Agreements and working conditions generally, in a manner consistent with the interests of individual members of the Association, and in accordance with Association policy. Maintains documentation of problems and resolutions for the reference of other Association employees and officers.
- Participates in the development of Association-wide strategies for dealing with members' concerns and alternative dispute resolution strategies.
- Assumes responsibility for grievances and arbitrations where there may be a conflict situation between two members, or where a member has escalated a matter beyond the labour team.

- Attends meetings with laid off employees and employer representatives, when required, to explain provisions of the Collective Agreement.
- Participates on Negotiation Committees and Bargaining Teams as required by providing assistance in reviewing and drafting contract proposals; drafting contract language; and providing information, advice and bargaining strategies.
- Identifies problem areas in the Collective Agreement(s) and recommends new provisions and amendments.
- Assists in drafting correspondence, proposals, and/or briefs with respect to contract administration.
- Serves as primary contact with the Association's legal counsel together with the Labour Relations Officer.

Compensation and Classification Administration

- Responsible, together with the labour team, for the application and implementation of compensation related matters for all bargaining units, reviewing issues with the Contract Administrator(s).
- Works with the AESES Classification Committees to evaluate job descriptions using the Hay System of job evaluation and supports the committees with matters related to classification administration and the review and appeal processes.
- May represent the Association on joint University/AESES committees to research, discuss and provide advice on classification families, Hay point ranges and classification specifications for classification levels.
- May be assigned to represent AESES on the Universities' Classification Review and/or Appeal Committees.

QUALIFICATIONS:

Formal Education, Designations and Experience:

- Relevant post-secondary degree with 8 years of directly related administrative experience, preferably in a unionized environment.
- Supervisory and/or management experience is required.
- Experience and knowledge of labour law principles and functions including related acts and legislation dealing with accommodation, collective bargaining, grievance, and arbitration administration.
- An acceptable equivalent combination of education and experience may be considered.

Skills, Knowledge, Abilities:

- Must have superior organization, verbal and written communication skills.
- Excellent leadership, judgement, problem-solving and conflict resolution skills.
- Ability to negotiate complex issues involving strategy, policy, financial matters, and personnel matters is required.
- Ability to organize, schedule, supervise and assess the work of others.
- Ability to motivate staff in a positive manner and deal effectively with all members of AESES, University personnel and the other external contacts is required.
- Strong computer skills and proficiency in Microsoft Office, financial accounting software, and membership databases.
- Experience in job evaluation (Hay Method of Job Evaluation) would be an asset.