

## **Job Posting – Manager, Central Functions**

The Society of United Professionals is Local 160 of the International Federation of Professional and Technical Engineers. With an 80-year history, we are the union of choice for professional workers in Ontario. Our union represents a variety of professional staff, primarily in the energy and legal sectors. We currently represent approximately 10,000 members.

We are searching for a dynamic, progressive leader to join our management team. This position will join the Staff Director (the senior management position) in managing a workforce of nearly 30 dedicated professionals who provide support to a large group of elected leaders.

### POSITION SUMMARY:

The position is responsible for managing the Society’s Central Functions Staff and ensuring their work programs are successfully executed. The position also provides expert advice and guidance to the President and other elected leaders with respect to these programs, and provides Executive-level support to the President in the execution of their programs. The incumbent acts for the Staff director in their absence, and participates in human resources and labour relations activities under the direction of, and in cooperation with, the Staff Director.

This is a bargaining unit excluded management position reporting to the Staff Director. The job is based on a 35-hour week, Monday to Friday, with frequent evening and weekend work. Overnight travel, possibly including international travel, is required. While some remote work may be possible on occasion, the position is based at the Society’s Toronto Office.

### RESPONSIBILITIES:

Reporting to the Staff Director, the job has primary responsibility, in support of the Society’s vision, mission, values, principles and objectives (operational and strategic) and in compliance with all governing documents, for the work of the staff in the following programs:

- External Relations;
- Communications;
- Research;
- Organizing, and
- Education.

In addition, the position provides executive-level support to the President in the execution of these programs.

### QUALIFICATIONS/EXPERIENCE:

Bachelor's degree in a related field, or equivalent combination of education and experience.

At least 10 years' previous experience managing similar or related roles in a labour union where staff are also organized.

Experience in human resources and/or labour relations, including experience processing grievances (as an employer) and collective bargaining.

Experience managing projects which require cross-department collaboration.

Experience supporting senior elected leaders at an executive level.

### OTHER REQUIREMENTS:

Capable of dealing tactfully and respectfully with the ongoing power and political relationships both inside and external to the Society.

Capable of dealing proactively with individuals with diverse viewpoints on controversial matters & forging high-performance teams.

Ability to plan a course of action for self and others, prioritize activities, and meet own and others' deadlines.

Ability to comprehend a variety of technical, policy and legal documents.

Must maintain confidentiality in dealing with sensitive human resources, Board and Executive Committee information.

Demonstrated commitment to the labour movement.

Superior communications skills, both oral and written.

Very strong computer skills, including Microsoft Office.

### MAJOR DUTIES:

#### *Managerial:*

Manage staff within the portfolio. Ensure staff adherence to all Society Policies and Procedures including internal financial controls. Ensure required administrative processes are followed, and that those activities are monitored to ensure compliance and completion in a timely fashion. Report any concerns arising to the Staff Director.

With input from staff, set/prioritize & monitor ongoing goals for staff within the portfolio in line with Society's operational & strategic plans. Promote staff development, succession planning & carry out performance management (in consultation with the Staff Director) as required.

Provide effective and efficient support to the work programs within the portfolio by ensuring staff support and productivity meets required standards.

### *Executive Support to the President*

Works to safeguard and maximize the President's time and office, including managing the President's email.

Provide expert advice on matters within the portfolio to the President (and other elected leaders).

Writes or edits speeches and composes correspondence, often of a sensitive or confidential nature, for the President.

### *Participation in Management Team:*

Work in collaboration with the Staff Director on broader Society matters as required. Act for the Staff Director in all matters in their absence.

Brief the Staff Director about staff or other operational issues within the portfolio.

Deal with labour relations matters, in consultation with the Staff Director, within the portfolio.

Respond to off-hours building alarm events, in rotation with the Staff Director.

Participate in the Joint Society SSU Committee and participate in collective bargaining with the SSU.

The position, along with the Staff Director, serves as a non-voting member of the Executive Committee, Executive Board and Society Council.

### WORKING CONDITIONS

The annual starting salary for this position, which also includes health benefits and pension, is \$180,000. Generous vacation and time in lieu of overtime provisions are also part of the compensation package.

### EQUITY STATEMENT

The Society of United Professionals is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- Persons with visible and/or invisible disabilities;
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

### HOW TO APPLY

Applications may be made in confidence to [recruiting@thesociety.ca](mailto:recruiting@thesociety.ca). Questions about the Society or the role are also welcome at that address. This competition closes May 12, 2024.