

DIRECTOR, LABOUR RELATIONS

Alex Verdecchia
PRINCIPAL
778.388.2722

averdecchia@mbexec.ca

Tracey Vopni
SENIOR CONSULTANT
778.654.5222

tvopni@mbexec.ca

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COMPANY: Post-Secondary Employers' Association
POSITION TITLE: Director, Labour Relations
REPORTING TO: Executive Director, Strategic Negotiations Services, Scott Boogemans
LOCATION: Vancouver, BC
WEBSITE: <https://psea.bc.ca>

ORGANIZATION OVERVIEW

ABOUT THE POST-SECONDARY EMPLOYERS' ASSOCIATION (PSEA)

The Post-Secondary Employers' Association (PSEA) is the employer bargaining agent for all public colleges, special-purpose teaching universities, and institutes in British Columbia. These nineteen institutions constitute the BC Post-Secondary sector. PSEA was established by the *Public Sector Employers Act* to coordinate member compensation, benefits administration, HR best practice and collective bargaining objectives. It also assists the Public Sector Employers' Council (PSEC) and Secretariat in carrying out objectives and strategic directions of the public sector negotiating mandate.

PSEA is one of six public sector employers' associations in BC, which also include:

- BC Public School Employers' Association (BCPSEA)
- Community Social Services Employers' Association (CSSEA)
- Crown Corporation Employers' Association (CCEA)
- Health Employers' Association of BC (HEABC)
- University Public Sector Employers' Association (UPSEA)

There are **45 collective agreements** throughout the 19 institutions.

A complete listing of PSEA's Membership can be [found here](#).



PSEA'S PURPOSE

1. To coordinate the following amongst its members:
 - Compensation for employees who are not subject to collective agreements.
 - Benefits administration.
 - Human Resource practices.
 - Collective bargaining objectives.
2. To assist the Public Sector Employers' Council (PSEC) in carrying out any objectives and strategic directions established by the Council.
3. To bargain collectively on behalf of its members and to bind its members to collective agreements.
4. To coordinate collective bargaining and to establish policies for the content, administration, and interpretation of collective agreements.
5. To advise on grievances and to represent a member in any arbitration or other matter or proceeding which is of interest or concern to the Society or any member.
6. To negotiate on behalf of its members with representatives of employees.
7. To foster consultation between the Association and its members, and its members' representatives.

VISION

Outstanding post-secondary workplaces that enable extraordinary education.

MISSION

PSEA is a trusted partner and advisor delivering exceptional human resource and labour relations support to its members.

PRINCIPLES

- We value a collaborative and coordinated approach to human resources and labour relations across the post-secondary sector.
- We work in partnership with our members and government.
- We leverage relationships across the sector and share our knowledge and expertise.
- We value and respect each others' unique perspectives, skills and contributions and recognize that we are stronger together.

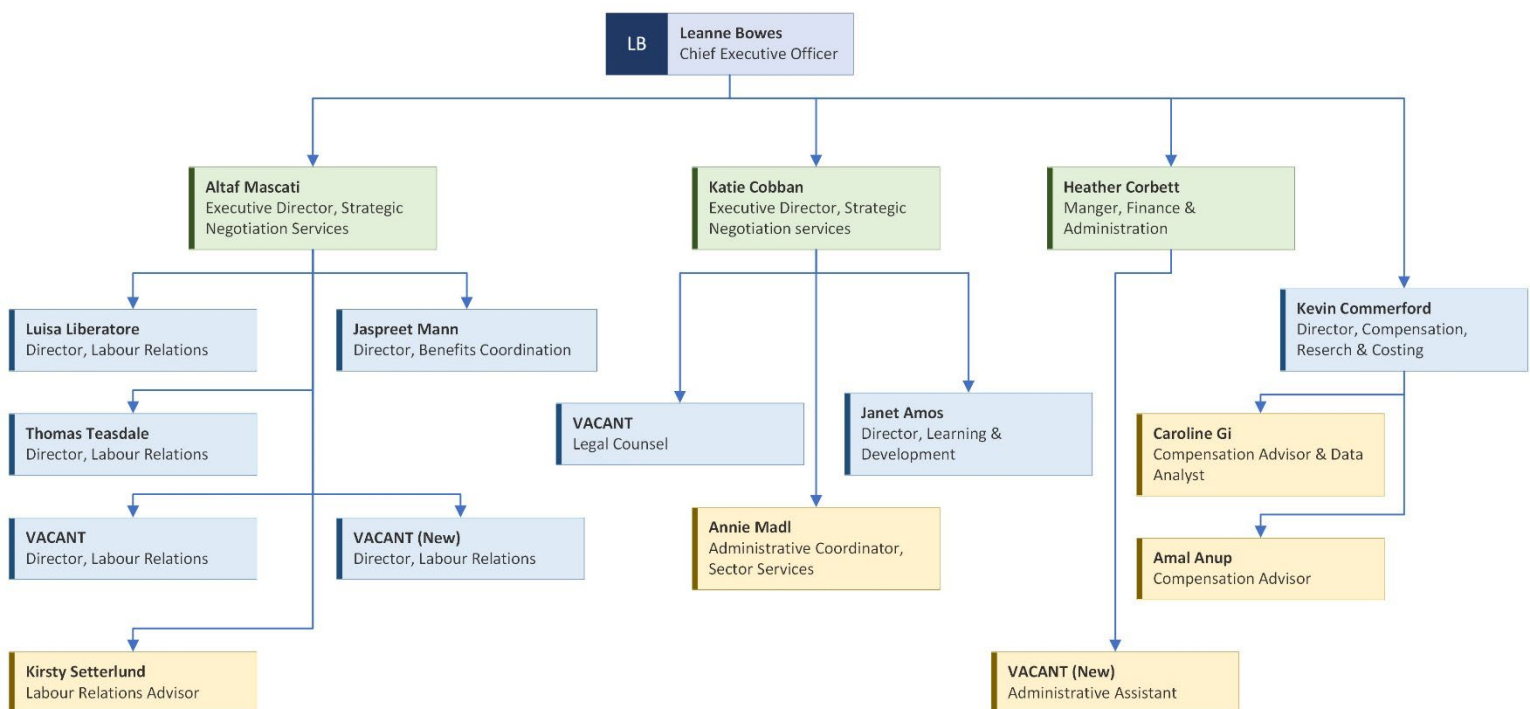


LEARNING + DEVELOPMENT SERVICES

In addition to its core mandate, PSEA offers in-person and online specialized human resources and labour relations training tailored to post-secondary leaders' unique needs. Workshops cover topics such as *Labour Relations Essentials* and *Managing Progressive Discipline* to emerging issues such as an Introduction to *Trauma-Informed Investigations*. PSEA also offers customized training workshops for an institution's specific needs based on established labour relations best practices and theory.

For more on PSEA's Learning and Development Sessions, please [click here](#).

ORGANIZATIONAL CHART



THE OPPORTUNITY

THE NATURE OF THE WORK

The Director of Labour Relations reports directly to the Executive Director, Strategic Negotiations and serves as the first point of contact for PSEA's member institutions on matters related to contract interpretation and labour relations, coordinating with other PSEA staff as required. The Director of Labour Relations also supports collective bargaining by serving as the spokesperson or an employer representative on local bargaining committees.

KEY ACCOUNTABILITIES

Contract Administration + Strategic Labour Relations:

- Provides advice and interpretation to employers on the application of, and disputes, relating to collective agreement provisions, including the relationship between sectoral (common) and local provisions.
- Provides strategic advice on labour relations and human resources matters, and ensures advice is aligned with sectoral and government policy directions and initiatives.
- Identifies grievances and arbitrations that have sectoral significance, referring matters to PSEA's legal services team as appropriate. The Director may also serve as a subject matter expert on grievances and arbitrations.
- Provides advice on matters relating to sectoral labour relations and human resources issues to the CEO and Executive Director.
- Identifies potential changes or influencing factors in the labour relations and human resources environment and makes recommendations as appropriate.
- Advises member institutions on collective agreement variances and other requests requiring PSEA Board or PSEC approval.

Bargaining Coordination + Mandate Administration:

- Identifies key issues for bargaining, helps to determine priorities, prepares or reviews bargaining proposals, reviews research for supporting data and rationales, assists in the development of negotiation strategies, analyzes union proposals, and drafts collective agreement language.
- Communicates the Public Sector Employers' Council (PSEC) mandate to PSEA employers and interprets and clarifies the mandate for institutions as required.
- Acts as lead bargainer and spokesperson at the negotiating table or in mediation when requested.
- Advises and assists employers with respect to bargaining.



- Reviews proposed bargaining settlements to ensure that they are within mandate.
- Advises employers with respect to legislation and public policy affecting bargaining.
- Investigates and assists in managing possible breaches of mandate and takes measures to correct and contain these if and when they occur.

Other:

- Leads, participates in or advises on other labour relations and human resources projects and initiatives, including member and staff training.
- Develops and delivers PSEA training and workshops aligned with subject matter expertise.
- Produces reports and correspondence for employers, government, PSEA Board and other committees.
- Represents PSEA on various committees.
- Other duties as required.

YEAR ONE CRITICAL SUCCESS FACTORS

- The team at PSEA relies heavily on coordination and cooperation across its membership. Integrating into and contributing to that working environment will be critical for success in the first year.
- Establishing good relationships and establishing yourself as a reliable source with the member organizations and their representatives will be key in the first year.
- The next round of collective bargaining begins in 2025. Preparation for bargaining is well underway but with bargaining expected to begin soon, the learning period will be short. Becoming familiar with the landscape quickly will be key.

OPPORTUNITIES + CHALLENGES

- + The nature of PSEA's work allows for a more strategic and policy-related focus than many more typical LR environments. Its work is intrinsically connected to collective bargaining and serves a critical role for its member organizations. This role represents an opportunity to become a key member of this group of deeply experienced, dedicated LR professionals.
- + Each Director has a dedicated portfolio of member organizations they serve. As a result, the Director has a fair bit of autonomy when it comes to setting their calendar and pacing the work.
- + Member organizations are located throughout the province. Travelling during collective bargaining is a requirement for the role.



SKILLS + EXPERIENCE REQUIRED

EDUCATION + EXPERIENCE

- + Eight to ten years of directly relevant job experience with a large, unionized employer, preferably in the BC public sector.
- + Bachelor's Degree in a related field.
- + Membership in good standing of the Law Society of BC considered an asset.
- + An equivalent combination of academic qualifications and experience will be considered.
- + Certified Human Resources Profession designation is an asset.

KNOWLEDGE, SKILLS + ABILITIES

- + Senior knowledge and experience in collective bargaining and contract administration including negotiations, mediations, arbitrations, research, and principles of costing.
- + Demonstrated ability to lead collective bargaining and act as lead spokesperson at the negotiating table.
- + Legal experience working in-house and /or with multiple, different but allied groups would be beneficial (*for those with a legal background*).
- + Demonstrated understanding of British Columbia labour and employment legislation such as the *Employment Standards Act, Labour Relations Code, Human Rights Code, Public Sector Employers' Act*, and other applicable legislation.
- + Knowledge and understanding of current issues, trends and developments related to labour relations, human resources and human rights in British Columbia.
- + Demonstrated ability to function with tact, diplomacy, and confidentiality, and to exercise judgment, initiative, and discretion.
- + Demonstrated ability to write reports and summaries on topics and issues of considerable complexity.
- + Demonstrated ability to plan, organize, and manage multiple projects.

PERSONAL + LEADERSHIP ATTRIBUTES

- + Proactive. A self-starter. Knows how to take the lead and run with it.
- + Open, approachable, collaborative and collegial.
- + Demonstrated strength of character with a high degree of integrity.
- + A positive relationship builder able to garner trust and respect with senior HR leaders in the sector.
- + Equal parts tactful and diplomatic.
- + Strong communication and listening skills.
- + Responsive and capable of collaborative leadership with sector leaders.
- + An informed, rational decision-maker with good judgment, who is positive, and persuasive.
- + An ability to add levity, where appropriate, is appreciated.



CONTACT INFORMATION

For more information about the Post-Secondary Employers Association, please visit their website at <https://psea.bc.ca/>

For interest in or recommendations for this role, please contact:

McDermott + Bull
1130-1095 W Pender Street
Vancouver, BC V6E 2M6
mbexec.com

Alex Verdecchia
Principal
McDermott + Bull
averdecchia@mbexec.ca

Tracey Vopni
Senior Consultant
McDermott + Bull
tvopni@mbexec.ca