

Job Description

Job Title:	Executive Manager, Faculty Association
Department:	Faculty Association
Reports To:	Faculty Association President
Jobs Reporting:	Academic Freedom and Tenure and Policy Officer, Communications and Member Services Officer, Policy Research Assistant
Salary Grade:	USG 14/15
Effective Date:	October 2023

Primary Purpose

Reporting directly to the Faculty Association University of Waterloo (FAUW) President, the Executive Manager (EM) is a strategic leader and advisor, working in consultative partnership with elected leadership to further and enhance the services rendered by the FA to its members. As the most senior staff member in the Faculty Association, the EM is responsible for the overall business operations, oversight, and management of the administrative operations and infrastructure of the Faculty Association. The EM is accountable for a wide variety of executive duties, initiatives, and special projects that have a far-reaching impact on the future success of the FA, the University, and beyond. The EM provides strategic advice and support to the President, the Board of Directors, Officers, and Committee Chairs and members, as well as continuity within the FA during times of transition such as the President's and Board of Directors' turnover. Areas of responsibility include finance, human resources, facilities and space, service to faculty, communications, recruitment, and other functions to support the mission of the FA. The ED exercises considerable judgment and discretion in her/his capacity. The role has significant influence and responsibility for strategic planning and policy development.

Key Accountabilities

Executive and Advisory Responsibilities

- Supports the FAUW President and the Board of Directors to develop long-term vision and strategy for the Faculty Association, with particular focus on the interests of the membership, business operations, salary, benefit, policy negotiations, and other strategic matters.
- Translates vision and strategy into operational plans.
- Aligns resources (budget, staff, systems, and processes) with strategy.
- Responsible for annual reporting on faculty, staff and administrative infrastructure advisor, consultant, and resource person to the FAUW President, Committee Chairs, officers, and Board and committee members, providing confidential and strategic advice and problem-solving strategies.
- Maintains strict confidentiality regarding sensitive member, FAUW and University information.
- Provides general information, advice and counsel to members and other parties, and ensures that inquiries and issues are forwarded as needed.
- Identifies and provides information about emerging and ongoing situations and monitors or follows up on these situations as required.
- Provides information and conducts research on a variety of issues as requested by other faculty associations, OCUFA, and CAUT.
- Acts as a resource for FAUW negotiating committee, conducting in-depth research and analysis to support the negotiating team's arguments and proposals

- Monitors FAUW decisions to ensure their consistency with the FAUW Constitution, Memorandum of Agreement, and University policies and practices, and provides
- ongoing advice to the FAUW President, Board and committees regarding proposed actions and precedents, engaging the assistance of the Policy Research Assistant as needed in these matters.
- Advises on the feasibility and implications of implementing Board and committee decisions.
- Monitors and briefs FAUW leadership about developments in employment legislation and arbitrations, equity, academic freedom, and collegial governance.
- Maintains close and open lines of communication with the Academic Freedom and Tenure and Policy Officer over all major issues and concerns of the Association.
- Ensures that advice is evidence based and data informed and connects decision making with budgetary/financial impact.
- Takes into consideration a wide variety of viewpoints and perspectives that may conflict with each other.
- Builds consensus in a highly decentralized, and collegial environment.

Responsible for Implementing and Achieving Long-Term and Short-Term Operational Plans

- Provides strategic and operational leadership for the design, implementation, and continuous improvement of non-academic services for the Faculty Association's leadership and membership, including finance, budget planning, human resources, governance, facilities management, and renovations.
- Ensures that the operational plans are delivered on time and on budget.
- Integrates functional areas to ensure effective and efficient delivery of services.
- Provides advice and expertise to the Faculty Association leadership on issues relating to operational activities.
- Resolves complex operational issues

Provides Strategic Advice and Insights to Faculty Association Leadership and Various Committees

- Ensures that advice is evidence based and data informed and connects decision making with budgetary/financial impact within the Faculty Association, as well as the interests of the Associations' membership.
- Takes into consideration a wide variety of viewpoints and perspectives that may conflict with each other.
- Builds consensus in a highly decentralized, and collegial environment.
- Works closely with the Faculty Association President, Executive Committee, Board of Directors, and various sub-committees (e.g., AF&T, Equity, Lecturers), either individually
- or as a group, to facilitate decision-making on matters of strategic importance to the Faculty Association's membership

Human Resource and Administrative Management

- Has managerial responsibility for day-to-day operations of the Association.
- Supervises and performs the annual performance evaluations of the Communications and Member Services Officer, of the Academic Freedom and Tenure and Policy Officer, and of the Policy Research Assistant.
- Coordinates the recruiting and hiring of staff, including the implementation of diversity, equity and inclusion practices, the development of job descriptions and recruitment advertisements, the setting of starting salaries, participating on hiring committees, overseeing workloads, and providing problem-solving support.

- Oversees professional development opportunities for FAUW staff.
- Oversees the FAUW facilities
- Liaises with University space planners, and arranges renovations, moves and the acquisition of furniture and equipment.
- Oversees, with advice from the Communications and Member Services Officer, the development and management of the Association's information system and computer infrastructure.
- Advises the Board on needed updates to the FAUW Constitution, the Memorandum of Agreement between the University, and the Faculty Association, FAUW guidelines and operational procedures, and on areas of concern in University policies.
- Serves as FAUW's Secretary and Archivist, overseeing the collection and maintenance of the official records and files of the organization and controls their circulation

Financial Planning, Risk Management, and Control

- The Executive Manager manages the Association's finances, ensuring that information is provided to external organizations as required, and liaising with the Treasurer, the external auditor, financial institutions, and other University units
- Has signing authority on all Association accounts
- Manages Association income through (i) the Association investments and (ii) the payroll deduction provisions of the Memorandum of Agreement
- Monitors the overall financial position of the Association
- Ensures appropriate accounting practices and financial controls are in place and followed
- Manages chequing, savings, and investment accounts
- Remits appropriate dues monthly to OCUFA and CAUT
- Updates banking and investment documentation, including signing authorities, with each change of Board membership
- Conducts monthly account reconciliations and produces financial reports
- Develops the annual budget in consultation with the Treasurer for approval by the FAUW Board of Directors and presentation to the membership
- Monitors the budget throughout the fiscal year
- Provides strategic advice and recommends courses of action to Faculty Association leadership regarding risk management
- Leads and provides guidance, including the preparation of financial records and working with the auditors, for the annual audit process; provides management
- responses and tracks actions

Communications Management

- Is designated by the FAUW Constitution as Secretary and non-voting Officer of the Association.
- Serves as Secretary to the Board of Directors and general meetings of the membership, coordinating preparation for and follow-up to meetings, including agendas and supporting material and the written records of meetings, and providing advice regarding processes, precedents and relevant constitutional, Memorandum of Agreement and policy issues.
- Serves as/delegates resource persons for the Standing Committees.
- Prepares and edits confidential correspondence, documents, and communications. Oversees the infrastructure for communication with FAUW members.
- Attends CAUT Council meetings with the FAUW President twice yearly, annual conferences of the national Confederation of Faculty Association Staff (COFAS), biennial OCUFA workshops for faculty

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association staff, and other external meetings as required, to maintain a solid foundation of knowledge and networking.

- Develops and maintains a network of contacts with other faculty associations, OCUFA and CAUT
- Provides first contact with the media and directs their requests to the FAUW President or appropriate Board officer.
- Represents FAUW views to the media when requested by the President

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Advanced degree or relevant professional degree or extensive related experience required; an MBA or equivalent combination of education and experience will be considered an asset; prior legal training an asset.

Experience

- 10 years of extensive and relevant experience in a university or comparable environment; with proven track record of achievement.
- 5 years of direct experience in proactive management of large budgets and financial processes.
- Significant experience in building consensus and influencing decisions in an academic environment.
- Knowledge of / experience in labour or employment law.
- Experience working in a faculty associations or similar organization an asset

Knowledge/Skills/Abilities

- Exceptional interpersonal, communication and presentation skills with proven strength in building relationships with stakeholders at all levels.
- Extensive experience in operational leadership, strategic thinking, and change management, with the ability to identify inefficiencies and implement solutions to improve processes and systems.
- Exceptional organization and time management skills with a proven commitment to quality assurance, accuracy, and fiscal responsibility.
- Proven ability to work cohesively to encourage change management while communicating broadly with key stakeholders.
- Familiarity with university culture and practices, academic ranks and terms and conditions of employment related to faculty members.
- An enthusiastic and motivated individual with the ability to help create and sustain a transparent and collaborative organizational structure focused on continuous improvement.
- Advanced proficiency with Microsoft Office suite; familiarity with Trello and/or QuickBooks an asset.
- Advanced knowledge of and experience interpreting association agreements, university policies, procedures, and guidelines, and equity policy and practices strongly preferred.
- The ability to focus and set priorities, unquestioned integrity, a responsive management style, and a proven commitment to excellence.
- Must be a strategic and pragmatic thinker, with a focus on attention to detail.
- Proven record in demonstrating tact, judgment, diplomacy, and maintaining confidentiality
- An accomplished problem solver with the ability to quickly assimilate, analyze and interpret information

Nature and Scope

- **Contacts:** The Executive Manager is in regular contact with faculty members and librarians, the President's and Provost's Offices, the Secretariat and Office of General Counsel, Human Resources, academic and administrative units, other employee groups, student organizations, the Affiliated and Federated Institutions of Waterloo, the Ontario Confederation of University Faculty Associations (OCUFA), the Canadian Association of University Teachers (CAUT), the Confederation of Faculty Association Staff (COFAS), other faculty associations across Canada, and financial institutions.
- **Level of Responsibility:** The position is responsible and accountable for operational leadership within the Faculty Association in support of business operations, administrative infrastructure, and strategic initiatives. The position is also responsible for risk mitigation, communications, resource deployment and relationship management in their capacity as Executive Manager. The incumbent must be nimble, and creative with the ability to anticipate trends and lead change management initiatives. Areas of responsibility include finance, human resources, facilities and space, service to faculty, communications, recruitment, and other functions to support the mission of the Faculty Association.
- **Decision-Making Authority:** As a constant and consistent presence in the Faculty Association, the Executive Manager is called upon to provide timely information, advice, and counsel on a wide variety of issues including labour relations, salary negotiations, policy negotiations and interpretations, recruitment and hiring, conflict resolution, and practices, policies and procedures across the University, and other sensitive matters relating to University governance. The Executive Manager embodies the institutional memory of the organization and is responsible for the onboarding of the newly elected directors and officers. The Executive Manager also conducts research on a wide range of issues for the Association, for other faculty associations, and for OCUFA and CAUT. The incumbent therefore must maintain a clear grasp on developing trends at Canadian universities, particularly those in Ontario, and especially those relevant to collective bargaining, employment legislation and arbitrations, academic freedom, and other workplace issues.
- **Physical and Sensory Demands:** Position has ongoing deadline pressure with rapidly evolving priorities that may compete; an unpredictable workload; continuous interruptions by others on an ongoing basis; and exposure to emotionally charged situations. As the chief administrative and financial officer of FAUW, the Executive Manager must be able to coordinate multiple projects simultaneously and meet competing deadlines, deal with highly sensitive situations, exercise sound judgment, remain neutral in political circumstances and maintain absolute confidentiality. The incumbent must also be a superior communicator and be able to anticipate, analyze, strategize, determine priorities, and take initiative. The position requires a high degree of integrity, tact, diplomacy and time-management skills; the flexibility to adapt to changing priorities and members; the ability to work as part of a team at various levels; an in-depth knowledge of the university environment, including university structure, the Memorandum of Agreement between the Faculty Association and the University, the Constitution of the Faculty Association, University policies, procedures and conditions of employment; an in- depth knowledge of financial management; and the ability to manage the FAUW office effectively and in a way that capitalizes on the strengths of the FAUW staff. Most importantly, the Executive Manager position is largely self-directed and autonomous. The incumbent must be able to work independently in terms of the daily management of the organization, and yet recognize the emergence of problems and issues which require the attention of the FAUW President, Board, officers, or committees.
- **Working Environment:** May be exposed to situations where parties disagree strongly. May be exposed to stressful situations consistent with senior level responsibilities in a complex academic environment. Position may include long hours, some evening and weekend work, and occasional travel.