

POSITION PROFILE

BY SYNERGY EXECUTIVE AND BOARDS CONSULTING GROUP
& HARBOUR WEST CONSULTING

EXECUTIVE ADMINISTRATIVE DIRECTOR



UBCP/ACTRA

Synergy Executive and Boards Consulting Group
in partnership with Harbour West Consulting

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Private & Confidential

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UNION OF BRITISH COLUMBIA PERFORMERS (UBCP/ACTRA)

The UBCP/ACTRA honours the unceded xʷməθkʷəy̓əm (Musqueam), sə́lilwətaʔ (Tsleil-Waututh), Skwxwú7mesh (Squamish) territories, where its office is located.

The Union of British Columbia Performers (UBCP/ACTRA) is an autonomous branch of ACTRA (Alliance of Canadian Cinema, Television and Radio Artists), the national organization of professional performers working in the English-language recorded media in Canada. The UBCP/ACTRA represents the interests of more than 8,000 members across BC and the Yukon.

USEFUL LINKS

For more information about the UBCP/ACTRA, please visit: <https://www.ubcpactra.ca>

To review the UBCP/ACTRA Statement Regarding Equity and Inclusion in the Current Climate of Structural Racism, please visit: <https://www.ubcpactra.ca/local-news/2020/06/equity-and-inclusion-statement-june-3-2020/>



POSITION RESPONSIBILITIES

Reporting to UBCP/ACTRA Executive Board, the Executive Administrative Director is an inward-facing position overseeing all day-to-day operations of UBCP/ACTRA, including: board governance, supporting management in their oversight of unionized staff, creating and implementing policies and procedures, ensuring sufficient HR support and staffing, and nurturing a positive relationship between the Executive Board and the staff. The Executive Administrative Director will foster a positive and productive organizational culture and ensure the administrative efficiency of UBCP/ACTRA.

The starting salary for this position is \$175,000 annually.

RESPONSIBILITIES & KEY CHALLENGES

Board Governance and Relations

- Forge and maintain relations of trust across the Executive Board, UBCP/ACTRA membership, and staff
- Create business plans to advance the strategic direction and attainment of goals and objectives set by the Executive Board; complete short and long-term strategy progress reports
- Provide the Executive Board with appropriate and timely reporting, information, and/or guidance related to governance, policies, proposals, opportunities, and risk management
- Develop and foster positive engagement and communication with the Executive Board President and Vice President by reporting on a weekly (management meetings) and monthly (Executive Board meetings) basis
- Support the President and the Executive Board in employing Roberts Rules at membership meetings and ensure union governance and bylaws are adhered to
- Provide advice to, and support for, the Executive Board during transitions generated by new and departing Executive Board members, including onboarding new Executive Board members

Organizational Leadership

- Develop and implement strategies aimed to promote and advance the organization's mission
- Empower management success and achievement of UBCP/ACTRA strategic priorities and objectives
- Promote and develop supporting measures for a shared vision/resolution and understanding of organization-wide issues by the senior leadership team
- Lead and support change management initiatives required to meet organizational and industry challenges
- Devise remedial actions for any identified issues and conduct crisis and risk management, when necessary, advising the Executive Board of any potential risks and liabilities that may arise
- Provide support and assistance at the request of the Director of Contracts who acts as lead negotiator for all Production agreements and takes direction from the Executive Board with respect to collective bargaining
- With solid understanding and oversight of the organization's financial and non-financial position, approve allocation of the organization's resources based on recommendations from, and in consultation with, the Director of Finance

- Inspire, build, and coach a strong and collaborative senior leadership team by facilitating open communication, effective problem-solving and decision-making, conflict resolution, and team building
- Support periodic reviews of UBCP/ACTRA bylaws and ACTRA National Constitution and bylaws
- Lead management team in labour relations matters with Unifor staff including negotiations of the staff Unifor collective agreement with the assistance of the Director of Contracts as needed
- Provide support for the Director of Finance as needed to ensure the organization's Information Technology Systems (ITS) and other infrastructure requirements are met

Organizational Development and Culture

- Support and develop a high performing leadership team that results in organizational leadership that inspires others through purpose and meaningful work
- Identify opportunities to enhance and elevate the employee experience while advancing the organization's mission
- Ensure and develop a safe, positive, engaged, and productive workplace culture that empowers, celebrates, and values employees
- Advocate for and advance an entrenched organizational commitment to social purpose, equity, diversity, and inclusion
- Promote and support employee engagement and education initiatives
- Support employee advancement and succession planning
- Ensure effective performance management including accountability, recognition, and development of all staff, and oversee the implementation and normalization of annual performance reviews at all levels of the organization
- Oversee the development of policies and procedures for UBCP/ACTRA's workplace matters
- Ensure effective, relevant, and legally compliant policies, procedures and practices are in place and adhered to
- Employ ethical business practices, including adherence to confidentiality, ensuring behaviour of self and of others are consistent with UBCP/ACTRA's standards and values

Stakeholder Relations

- Establish and build positive working relationships and collaborative initiatives with ACTRA National and other ACTRA Branches, where appropriate and aligned with UBCP/ACTRA's strategic direction
- Ensure UBCP/ACTRA operational needs are met with resources provided by ACTRA National

KEY RELATIONSHIPS

Reports to: UBCP/ACTRA Executive Board

Direct reports: Director of Contracts (with the exception of labour relations including collective bargaining of Production agreements)
Director of Finance
Director of Member Services & Communications
HR Generalist
Confidential Executive Assistant

Engages with: President
Vice President
Treasurer
Secretary
Executive Board
Senior Leadership Team and Staff
Union Leadership (across Branches and with National Office)
Union Membership
Legal Counsel
External Contractors



CANDIDATE QUALIFICATIONS

This is an exciting opportunity for an innovative and experienced leader who is committed to supporting the strongest union of cultural workers in Canada. The ideal candidate will have a graduate degree (i.e., MBA or Master's in a related or relevant field) with over 10 years of senior leadership experience. The successful candidate will be a results-oriented professional who can work collaboratively, provide effective leadership and execution on corporate strategy in a complex and dynamic unionized environment. An equivalent combination of education and experience will be considered.

REQUIREMENTS

- Experience working with and/or reporting directly to a Board with a demonstrated understanding of board governance
- Experience in successfully developing and executing organizational strategic plans, business strategies, performance goals and/or organizational objectives
- Experience working with, or participating in, membership driven organizations and/or initiatives
- A track record of building and/or leading collaborative and cohesive teams, with the ability to coach, mentor, and develop
- In-depth knowledge of leadership best practices for optimal talent management and employee performance, including experience managing within a unionized environment
- Demonstrated understanding of labour law and experience negotiating contracts and labour agreements
- Additional legal knowledge and experience considered an asset

SKILLS & COMPETENCIES

- Outstanding organization and leadership abilities, with the ability to think strategically and develop and implement a shared vision
- Ability to lead with empathy and collaboration required to create and sustain a positive team culture aligned with organizational values
- Ability to provide change leadership in times of change, with skills in leading and navigating through complex issues
- Demonstrated business acumen, including excellence in organizational administration, financial management, and measures of performance
- Demonstrated human resource acumen including knowledge of contracts, labour law, and human resources in a unionized environment
- Excellent communication (oral and written)
- Strong analytical and innovative thinking for problem-solving and negotiations
- Ability to accept and delegate responsibilities effectively
- Ability to manage conflict effectively resulting in resolution and relationship building

CORE COMPETENCIES

Behave Ethically: Employ ethical business practices that ensure one's own behaviour and that of others is consistent with the UBCP/ACTRA's standards and values

Build Relationships: Establish and maintain positive working relationships internally to achieve the UBCP/ACTRA's goals.

Communicate Effectively: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.

Focus on Staff Needs: Anticipate, understand, and respond to staff in order to meet the needs of members

Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational efficiency and effectiveness.

Lead: Positively influence others to achieve results that are in the best interest of the organization and its members.

Make Decisions: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the union.

Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

METRO VANCOUVER REGION, BC



Located on the unceded territory of the sə́lilwətaʔ (Tsleil-Waututh), Sḵwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations, nestled beside the Salish Sea on the spectacular west coast of British Columbia, Metro Vancouver consistently ranks as one of the most livable places in the world. The region is known for its panoramic views and spectacular natural scenery and offers limitless opportunities for outdoor pursuits, such as hiking, mountain biking, and skiing at several venues, including nearby Whistler Blackcomb.

Metro Vancouver offers all the amenities of an international destination – from thousands of restaurants to countless parks and recreation facilities, to world-class theatre, cultural and sporting events. The UBCP/ACTRA is located in the westside of Vancouver boasting beautiful parks, a variety of retail shops and restaurants, and community amenities. This central location provides access to transit and routes across the Lower Mainland.

USEFUL LINKS

To gain insight into housing prices in, and around Metro Vancouver, please visit: <http://www.realtor.ca>

EQUITY, DIVERSITY & INCLUSION

Synergy Executive and Boards Consulting Group and Harbour West Consulting believe that equity, diversity, and inclusion are essential for the organizations we serve to achieve the business goals they strive for. We believe in equal pay for equal work; in finding the best candidates based on skill and competence regardless of gender, ethnicity, age, sexual orientation, disability, religion, political belief, marital or family status, and/or Aboriginal status. We strive to ensure the recruitment process unfolds in a fair, transparent, timely and open manner to include individuals previously underrepresented or discouraged from participating.

CONTACT US

Should you be interested in learning more about this opportunity the UBCP/ACTRA, please contact Trish Mandewo at 604-726-0856 or Carol Robinson at 604-998-4032, or forward your resumé and a letter of introduction to info@synergyonboards.ca or info@hwest.ca.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. We will respond to all who express interest.

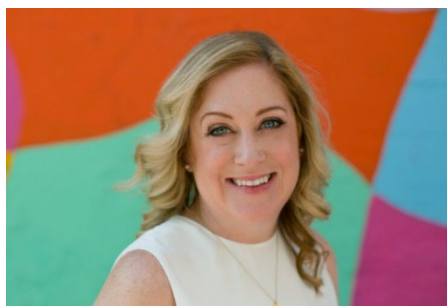


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