



UNIVERSITY OF TORONTO
faculty ASSOCIATION

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Executive Director Job Description

Working collegially with members of the UTFA Executive Committee and UTFA Council, the Executive Director advances the aims and objectives of the Association as a leading labour organization in the postsecondary sector. The Executive Director reports to the UTFA President.

Duties

- Assist and advise the officers and committee chairs in their tasks, such as grievance matters, salary negotiations, equity and appointments matters, and outreach to members.
- Assist the Association's certified unit at the University of St. Michael's College.
- Assist with and participate in a range of negotiations, with the University of Toronto administration, unionized staff, and St. Michael's College, and serve on the salary, benefits, pensions, and workload negotiating team, accommodating any extraordinary workload and scheduling demands that this may entail.
- Help create an environment in which Executive and Council members can productively pursue goals consistent with a member-led organization;
- Facilitate strategic planning for the operations of the Association.
- Attend the meetings of Council and the Executive Committee and give regular reports to these bodies;
- Advise on and help manage communications with UTFA members, via newsletters, the website, social media, and email, and support Council members in their communications with their constituents.
- Strengthen the Association's presence within the University and develop relationships with other local, provincial, national, and international higher education and labour associations and bodies that pursue similar objectives.
- Provide guidance on financial matters.
- Provide direction on IT matters and on the use of technology to meet Association goal.
- Manage the Association's office and staff, including unionized staff. Serve as a non-voting member of the Office Staff Relations Committee.

Additional duties may be delegated by the President.

Qualifications

- Holds a university degree or its equivalent, is thoroughly acquainted with the postsecondary sector in Ontario, and is comfortable in an academic environment.
- Has demonstrated a commitment to the advancement of labour organizations and has experience with a range of labour negotiations.
- Has likewise demonstrated a commitment to the principles of equity and diversity and to the core academic values of fairness and academic freedom and responsibility.

Competencies

Has a broad array of business and other relevant competencies, including

- superb interpersonal skills and sound judgment;
- a high degree of personal initiative;
- outstanding leadership, management, and analytical skills;
- outstanding written and oral communication skills;
- the ability to work both independently and collaboratively;
- the ability to supervise others effectively;
- the capacity to be self-directed, flexible, and discreet; and
- a working knowledge of IT, human resources, and financial management

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