



# BCTF

**British Columbia Teachers' Federation** A Union of Professionals  
100-550 West 6th Avenue, Vancouver, BC V5Z 4P2 [bctf.ca](http://bctf.ca)  
604-871-2283 1-800-663-9163

## **Income Security Division** **Director, full-time continuing position**

### **The role**

Reporting to the Executive Director (ED), the Director has overall responsibility for the effective operation of the division, including the design and implementation of programs and the administration of budgets. The Director also supervises and provides co-ordination and, as needed, direction to divisional staff.

### **Duties and responsibilities**

- In consultation with the ED, directs, co-ordinates, and oversees the work of the Income Security Division (ISD) staff in the administration of the division's plans and programs.
- Together with the Salary Indemnity Plan Administrator, ensures that by-law and constitutional changes to the Salary Indemnity Plan have prior written approval of the Superintendent.
- Ensures the effective operation of the division by establishing appropriate divisional structures and workgroups and assigning responsibilities as appropriate to each divisional job description; by collaborating with and supporting the ISD Manager in ensuring staff are supported, resources are used effectively, and necessary support and co-ordination is in place; by modeling the expectations of the Respectful Workplace procedures, and ensuring equity and inclusion are taking into account in delivering programs and services for members; and by developing effective and constructive working relationships with the divisional staff, while providing coaching and mentorship as required.
- In consultation with the ED and HR Director, ensures that a program of staff development and growth is provided for all staff within the division; and establishes a mentoring program for all new divisional staff.
- Provides regular administrative reports to the ED on the work of the division.
- Provides regular debriefing to the ISD staff on BCTF meetings, and builds awareness of the work of the ISD in the Federation.
- Serves as a member of the Co-ordinating Committee; provides strategic and administrative advice to the Full-Time Table Officers and the ED.
- In collaboration with the Assistant Director—Pensions and Group Benefits, liaises with other teacher unions on pension issues and with the Teachers' Pension Plan trustees as required; provides assistance on pension appeals as required.
- Co-ordinates work on BCTF group RRSPs.
- Liaises with the Information Technology Department regarding technology needs related to the ISD programs.
- Provides back-up, as required, to the assistant directors: Salary Indemnity Plan Administrator, Health and Wellness Program Co-ordinator, and Pensions and Group Benefits.
- Responsible for other duties and Federation initiatives as assigned.

### **Necessary qualifications**

- excellent communication, organizational, and administrative skills and computer literacy.
- demonstrated ability to lead a team and develop effective working relationships.
- experience in problem-solving and conflict resolution with individuals and groups.
- demonstrated ability to effectively manage time while handling multiple concurrent priorities.
- demonstrated commitment to advancing equity and inclusion and to on-going learning in this regard.
- extensive background and expertise in sickness/disability insurance plans, rehabilitation and accommodation in employment settings, the Teachers' Pension Plan, and employee benefit plans.
- university training, public school teaching experience, preferably in British Columbia.

### **Desired qualifications**

- knowledge of basic accounting procedures, financial statements, actuarial reports, and investment portfolios.

**Other:** Willingness to work evenings, weekends, and flexible to travel.

**Salary:** Starting salary is \$108,757 per annum depending on BCTF staff experience, if any. Full range of benefits.

**Appointment date:** January 1, 2020, or a mutually agreeable date.

**Applications:** Only applications received in writing by 5:00 p.m., October 31, 2019, will be considered. Send a letter of application, citing job posting number JP1107, and résumé including reference contact information by email to [postings@bctf.ca](mailto:postings@bctf.ca) or by mail to the BCTF Human Resources Department, BC Teachers' Federation, 100–550 West 6th Avenue, Vancouver, BC V5Z 4P2. (Please contact Jeannine Coulombe at 604-871-2200 or toll free 1-800-663-9163, ext. 2200, to indicate that you have emailed your application.)

**Deadline for applications is 5:00 p.m., October 31, 2019.**

*Because the BCTF has an affirmative action policy, an applicant may wish to provide, on a voluntary basis, information as to whether they self-identify as a member of an equity-seeking group, which includes female, trans\* (trans, transgender, transsexual, genderqueer, two-spirit, transwoman, transman), visible minority or racialized person, Aboriginal (Indigenous) person, person with a disability, or lesbian, gay, or bisexual person.*