



BCTF

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

Field Service Division

Director—Full-time continuing position

The role

The Director, Field Service Division, has overall responsibility for the effective operation of the division, including the design and implementation of programs and the administration of budgets.

The Director supervises and provides co-ordination and direction to divisional staff and co-ordinates all aspects of the work of the division in relation to support to locals in political action, contract enforcement, and a range of professional, social justice, Aboriginal education, health and safety, and other issues.

Duties and responsibilities

- Co-ordinates the work of the division in providing advice, assistance, and support to locals on the following:
 - development of effective local structures, strategies, and planning processes,
 - administration and enforcement of the collective agreement up to and, in collaboration with the Legal Services Division, including step four of the grievance procedure; and preparation for arbitrations,
 - campaigns and initiatives related to Federation priorities which may focus on education funding, bargaining, professional or social justice issues, health and safety, Aboriginal education or other matters,
 - personnel matters involving members, investigations, and other pressing member issues,
 - engagement with community, outreach, political action, and other strategies related to on-going and emerging issues,
 - issues which may arise at any time related to education funding, bargaining, professional or social justice issues, health and safety, aboriginal education or other matters, and
 - member-to-member matters and inter-union relations in the school district.
- Identifies divisional training needs and ensures that staff are appropriately training on issues and matters related to their responsibilities.
- Assigns specific responsibilities to administrative staff, ensuring that those responsibilities are fair and appropriate to the job description including:
 - monitoring the workload of staff to ensure on-going equity of assignments,
 - ensuring an effective system of back-up for staff is maintained and that all calls from locals are handled in a timely manner, and
 - bringing forward proposed zonal assignments for review with and approval of the Executive Director.
- Organizes and prepares reports that provide information and analysis on Federation and local matters as required to the Executive Committee and other governance bodies, Executive Director, Full-Time Table Officers, and staff.
- Co-ordinates the organization of zone meetings.

Other Duties and responsibilities

- With the agreement of the Executive Director, establishes appropriate structures and work groups for the effective operation of the division.
- In consultation with the Supervisor, establishes policies and protocols for the effective operation of the division.
- Provides coaching and mentoring to administrative staff to encourage growth in skills and ensure effective service to locals.
- Works with the Supervisor to ensure that support and resources are provided to support staff so that they:
 - establish and maintain effective, efficient production, research, and secretarial services,

- remain informed of current division delivery issues,
- remain informed about emerging issues, Federation priorities and imperatives, and the issues faced by members.
- Ensures that the division is a healthy workplace free of any forms of harassment, sexism, racism, homophobia, and ableism.
- In consultation with management, ensures that a program of staff development and growth is provided for all staff within the division.
- Ensures that a thorough plan for orientation to the work of the division and mentoring is in place for administrative staff new to the division and supports the Supervisor in the orientation and mentoring of support staff new to the division.
- Co-ordinates and directs the development and implementation of divisional program budgets.
- Co-ordinates the implementation of Executive Committee, Representative Assembly, and Annual General Meeting decisions related to the work of the division and ensures that decisions are acted on in a timely manner.
- Meets regularly with the Executive Director to discuss the emerging issues and the on-going work of the division.
- Serves as a member of the Co-ordinating Committee and provides strategic and administrative advice to the Full-Time Table Officers and the Executive Director, including advice on Federation strategies and tactics, implementation of governance body decisions, and development of new strategies and tactics, allocation of resources, and emerging issues.
- Collaborates with the Executive Director and other division directors on the co-ordination of work between divisions.
- Responsible for other duties and Federation initiatives as assigned.

Desired qualifications: Ability to communicate in French.

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

Salary: Starting salary is \$111,750 per annum depending on BCTF staff experience, if any. Full range of benefits.

Appointment date: March 1, 2021, or a mutually agreeable date.

Applications: Only applications received in writing by 5:00 p.m., Friday, January 29, 2021, will be considered. Send a letter of application, citing job posting number JP1115, and résumé including reference contact information by email to postings@bctf.ca. Please contact Eliza Green 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., Friday, January 29, 2021.

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 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.*