

RFP: BCIT FACULTY & STAFF ASSOCIATION EXECUTIVE DIRECTOR SEARCH

Request for Proposals, Issued: Sept 6, 2019

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RFP

Independent Consultant for Executive Director Search

Issued: September 6, 2019

Deadline: Sunday, September 15, 2019



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The BCIT Faculty & Staff Association (BCITFSA) board is commencing a search for a BCITFSA Executive Director, reporting to the BCITFSA Board. This position is the most senior staff position at the BCITFSA and is the person accountable for executing the accountabilities of the BCITFSA as a labour union, a society, and a member-driven and governed organization.

Included in this RFP is an outline of the functions we are seeking consultancy on as well as an organizational overview and position profile for your review.

We are requesting that you provide us with a proposal, of why you believe you are highly qualified to consult the FSA for this executive search, including details of your recent (3-5 years) experience(s) consulting on similar work for other organizations.

We also ask that you include a breakdown of costs and an estimated timeline associated with the functions outlined.

Please respond by Sunday, September 15, 2019 to fsa@bcit.ca.

Consultant Functions

Working in Conjunction with an FSA Selection Committee

- The FSA will form a Selection Committee (“SC”) composed of FSA board members, staff, and potentially FSA members at the invitation of the FSA board.
- The Consultant will need to work closely and collaboratively with the SC.
- The Consultant will provide regular and fulsome information and updates on work completed to the SC.

Advising & Supporting in Creation of a Job Posting

- Drawing upon the Position Profile, developed by the FSA’s ED Search Working Group included in this document, the Consultant will advise and support the SC towards the creation of a job posting for distribution.

Distribution of Posting

- The FSA has networks and platforms upon which it can draw for the distribution of the job posting. However, the Consultant will be expected to contribute their knowledge of any additional opportunities for increased reach of the posting.

Tools for Reviewing Applications

- Work with the SC to develop a tool for shortlisting (i.e., matrix) and ensure that the tool(s) correlate to the FSA’s mission, vision, values, policies, and the Position Profile.

Interview Process

- Advise on, and provide tools for, a standardized interview process designed on best practices of interviewing methods and content.
- This should include interview questions, assessment framework, and best practices to avoid selection and implicit biases.

Other components

- Leadership assessment of candidates
- Advice on conducting reference checks based on the interview questions

Organizational Overview

BCIT Faculty & Staff Association

The BCIT Faculty & Staff Association (FSA) is a membership driven, certified trade union that represents full-time and part-time technological faculty and staff at BCIT.

Through representation on committees, negotiation with BCIT and advocacy for our members, we work to advance the employment interests of faculty and staff and improve working conditions at BCIT.

Our mission is to create an outstanding workplace: engage, celebrate, protect, and make gains for all our members.

The FSA is committed to:

- Fostering high standards of excellence in education;
- Improving members' employment conditions, working environment, and opportunities;
- Maintaining transparency in FSA activities;
- Fostering a well-informed and engaged membership; and
- Promoting participation in decision-making; and nurturing a sense of community amongst our members and all of BCIT.

Careers at the BCIT Faculty & Staff Association

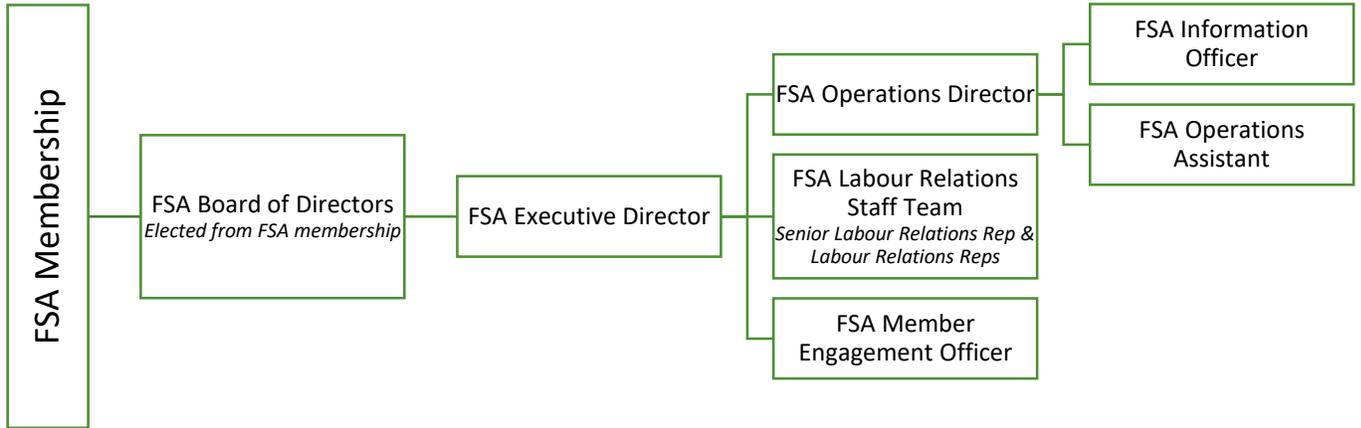
As a cohesive team, **we strive** to do meaningful work to support, protect, and advance the workplace rights of the FSA membership in their provision of public, polytechnic offerings. As one of the largest faculty and staff associations in BC, we are **proud** that our office focuses on effectively representing, negotiating, and advocating for the interests of FSA members. **We recognize** that complex workplaces thrive when each FSA employee is able to fully contribute their skills, knowledge, and wisdom towards this purpose-based work.

FSA Values

Articulation of values created by ED search working group for the purpose of this posting. Further work on the values and their articulations can be undertaken during the next strategic planning process.

- Empowerment: We **empower** our members to understand and advocate for their rights.
- Influence: We leverage our knowledge and relationships to **influence** decision-making toward the realization of our shared visions.
- Principled Action: We take **principled actions** that are driven by the membership.
- Social Justice: Our commitment to **social justice** means we seek to foster and enhance a fair and just workplace.
- Solidarity: Demonstrating **solidarity** serves as the foundation of effecting change.
- Strength: Our **strength** comes from listening to our members and working together to apply what we've learned.

FSA Structure



Note: The FSA differs from many other union environments in that it does not have a steward model.

FSA Culture



We proudly contribute to a public, post-secondary system guided by a belief in the importance of education and learning in citizenship.



We provide the ingredients necessary to nourish staff to fuel our work.



We encourage and support each other to get out of the elements and take a breath when needed.



We ring our bell to celebrate successes together.

Position Profile

The Role

FSA Executive Director

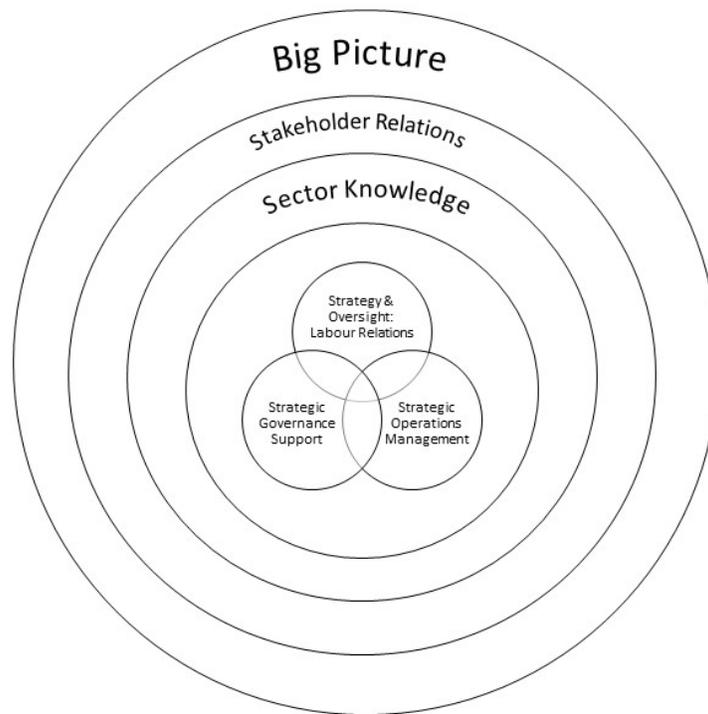
Internal:
FSA Operations, Labour Relations, Governance

Internal/External:
FSA big picture & stakeholder relations

External:
Knowledge about various sectors

The FSA Executive Director’s work flows from the “RNA” of the organization: Representation, Negotiation, Advocacy. The role carries the primary accountability and principal responsibility for the FSA’s work.

Areas of Responsibility



Position Overview

Big Picture

- Represents, Advocates for, and negotiates for, FSA members possibly including hearings and other bodies
- Negotiates with BCIT concerning labour relations and administrative matters and strategically leads the FSA in collective bargaining with BCIT (i.e. may serve as the Chief Negotiator)

- Advises the FSA Board during strategic planning and thereafter works collaboratively with the Board to achieve FSA Board approved strategies

Stakeholder Relations

- Fosters effective and constructive relationships with all stakeholders
- Represents the FSA to, and works with, BCIT, governmental, community, labour audiences, and other stakeholders to advance the FSA's vision, mission, and strategic plan

Sector Knowledge

- With the input from the FSA board and greater membership, seeks to understand the sectors BCIT serves and stays relatively informed about threats and opportunities across these sectors at the government, labour, and economic levels
- Monitors BCIT and external organizations for issues, trends, and practices that are relevant to the strategic directions of the FSA and FSA member rights, and advises the FSA Board accordingly
- Presents issues of relevance of the FSA membership to the FSA Board and membership through channels such as FSA Tech Reps, General Membership meetings, and FSA communication channels, and ensures resources are in place to provide education and training on items in the Collective Agreement

Strategy & Oversight: Labour Relations

- Develops and oversees a labour-relations strategy in consultation with FSA staff and oversees the implementation of the plan that was approved by the FSA Board
- Represents the FSA Board and FSA members on matters of working conditions and negotiates with BCIT
- Advises the FSA's labour relations staff and approves grievance settlements and memoranda of agreements
- May maintain a limited caseload of FSA member files, as time permits, allowing them to stay current in the day to day challenges of their LR staff

Strategic Governance Support

- Establishes an effective working relationship with the FSA President and the FSA Board and serves as an advisor, consultant, and resource person for the FSA President and the FSA Board
- Executes the FSA Board's goals and priorities, as stated in the FSA's strategic plan, by consulting, strategizing, and delegating with the FSA staff and reporting the outcomes of those goals and priorities to the FSA Board
- Exercises a strong understanding of, and adherence to, the legislation under which the FSA functions (BC Society Act, Labour Code, etc.) as well as the constitution, bylaws, and policies of the FSA
- Serves as ex-officio, non-voting member at Board meetings and on FSA bodies such as the Collective Agreement Committee, the Bargaining Team, and other committees on an as needed basis

Strategic Operations Management

- Fosters a respectful, effective and collegial work environment that is psychologically safe and healthy, and compliant with occupational health and safety standards through exercising strong leadership capacities, such as support and direction, coaching, and performance development
- Exercises authority and responsibility for managing all matters relating to organizational systems, personnel, and operations within the approved budget and policies in a way that ensures the continuity and high quality of FSA activities
- Administers and complies with the FSA staff CUPE collective agreement, liaises with the CUPE unit representatives, and speaks for the FSA in staff grievance and collective bargaining processes

Things that will give you an edge

- Established instances of having advanced the rights of a collective group for the betterment of the members of the group
- Can share your stories of, and lessons learned from, negotiations in a collective bargaining, or equivalent, process
- Examples of your commitment to, and action for, improving the conditions of those other than yourself.
- Effective team supervision including management of progressive performance development and demonstrating a collaborative approach to leadership

Knowledge, Skills, and Attributes

This is drafted from the old JD document. This is **very** draft and we expect to work with a recruitment firm to finalize this section. A recruitment firm will know how best to frame the KSA so as to attract the right candidates for the role we've described. It is unlikely it would remain in a matrix form – we just organized it this way for our own thinking.

| | Big Picture | Stakeholder Relations | Sector Knowledge | Strategy & Oversight: Labour Relations | Strategic Governance Support | Strategic Operations Management |
|--|-------------|-----------------------|------------------|--|------------------------------|---------------------------------|
| Education requirements | | | | | | |
| Years of service required | | | | | | |
| Representation – Core competencies | X | X | | X | | |
| Negotiation – Core competencies | X | X | X | X | | |
| Advocacy – Core competencies | X | X | X | | X | |
| Knowledge of labour relations practices and laws; and maybe post-secondary | X | | X | X | | |
| Understanding of, commitment to, member-led governance model, governance practices, and laws | X | | | | X | |
| Strategic, systems-level approach/lens | X | | | X | X | X |
| Translating policy and board decisions into action-oriented organizational progress | | X | | | X | |
| Skills: Communications, team work, problem solving, project management, and interpersonal | | X | | | X | X |
| Managing a unionized, or equivalent complexity, workforce | | | | | | X |
| Management of an association (or equivalent) | | | | | | X |

How you like to work

You're in your element when working in an integrated team that is small, flexible, and consultative. You're eager to play a leadership role that is strategic, thoughtful, compassionate, and part of a team that is guided by the collective membership's best interests. You strive to help teams collaborate effectively and efficiently. You know that dialogue, communication, and reflection drive relationships and help build a healthy workplace. You like to seek creative solutions and are open to different approaches. You love learning new ways of leading teams and keep on top of information and changes in the sectors within which you work.

Is this the right fit for you?

The experience you bring into this role is important to us. We are interested in how your story and knowledge can be a catalyst to lead us in our journey. Are you guided by a desire to advance the rights of those who work at an applied public, post-secondary institution? Are you able to nourish and support yourself and those around you? Are you curious about, and seek to learn, what you need to be a strong labour rights practitioner? Do you recognize your limitations and create space for others to thrive and shine?

What we offer

This will be completed between the board and selection committee once the posting is finalized. If working with a recruitment firm they may have advice on compensation that will attract the right candidates.

This is a full-time, permanent position. The position is entitled to extended health benefits, professional development and training opportunities, *etc, etc, etc.*

Working in a campus environment provides additional benefits such as free access to recreation facilities, a variety of food purchasing outlets, outdoor space, and other amenities.

Employment equity

The FSA is actively committed to creating a diverse and inclusive workplace. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from qualified members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including but not limited to: status as a First Nation, Metis, Inuit, or Indigenous person, sex, sexual orientation, gender identity or expression, racialization, disability, neurodiversity, political belief, religion, marital or family status, or age.

How to apply

Email your resume and a cover letter explaining why you would be a great fit for our team to [Contact TBD] by [Date TBD]. To help make the process smoother for everyone, please include the *job title* and *your name* in the email subject line.

Only candidates that meet the minimum requirements will be considered. No phone calls please. Applicants must be eligible to work in Canada.