



Job Posting

Manitoba Association of Health Care Professionals Executive Director

Reports to: President

Hours of Work: Full Time

Scope of the Position: Management/Out of Scope

POSITION OVERVIEW

The Manitoba Association of Health Care Professionals (MAHCP) is a union of health care professionals dedicated to protecting, advocating for, and advancing the rights of its members through labour relations activities. MAHCP represents 85% of Allied Health Professionals in Manitoba, working in more than 190 disciplines in health care settings across the province.

MAHCP's Executive Director is the organization's most senior manager and a leader in Manitoba's labour movement. The Executive Director provides day-to-day leadership to MAHCP's dedicated and professional staff who are relentlessly focused on the well-being and success of MAHCP's members.

KEY POSITION RESPONSIBILITIES

A. Advise and Implement the Direction of the Executive Council

The Executive Director is accountable to the Executive Council and works with the Executive Council to fulfill MAHCP's mission. Key responsibilities include:

- Attending Executive Council meetings and other General Meetings as required by the Executive Council.
- Communicating effectively with the Executive Council and providing, in a timely and accurate manner, all information necessary for the Executive Council to function properly and to make informed decisions.
- Providing the Executive Council with advice and the perspective of the senior management team in the development of the organization's strategic plan and priorities.
- Reporting to, and working closely with, the President and the Executive Council to seek their involvement in policy decisions and the initiatives of MAHCP.
- As the official link between the Executive Council and MAHCP staff, ensures effective and formal communication and transfer of information in a timely manner between the Executive Council and MAHCP staff.
- Advising MAHCP's Executive Council and Collective Bargaining Team on bargaining strategy and process.

B. Lead Strategic Organizational Management

The Executive Director is responsible for the effective, efficient, and professional operation of MAHCP. Key responsibilities include:

- Developing and implementing business/operating plans and key organizational processes that will successfully promote and deliver on MAHCP's mission, including,

but not limited to: advancing the policies and strategy set by the Executive Council; building a strong staff organization to service members; setting clear performance measures and reporting progress against those measures; and identifying opportunities for membership growth and member engagement.

- Maintaining open and effective lines of communication with the Executive Council, MAHCP staff, MAHCP members, and employers.
- Fostering a cohesive senior management team and inclusive, diverse, and equitable staff environment.
- Building and managing an effective and collaborative senior team to lead the organization's staff and address the needs of MAHCP members.
- Managing, measuring, and reporting the organization's overall performance against strategies and priorities, including prudent financial management and monitoring of the organization's budget.
- Ensuring the development, implementation, communication, and adherence to, and ongoing review and improvement of, MAHCP's corporate policies and practices (e.g., HR, finance, operations, communications, risk, etc.).
- Leading collective bargaining with MAHCP staff and effectively managing MAHCP's collective agreement with its staff.

C. Support MAHCP Members

The Executive Director is to have a strong relationship with members and be committed to their long-term success. Key responsibilities include:

- Taking time to meet with MAHCP members to hear their concerns and discuss organizational priorities and activities via unit, site, or regional meetings on an ongoing basis.
- Addressing membership concerns in a timely and well-organized manner.
- Presenting and advocating for MAHCP members with provincial government officials and other stakeholders consistent with strategies approved by the Executive Council.

D. Build MAHCP's Brand, Reputation, and Alliances

The Executive Director, working with the Executive Council, plays a critical role in building the brand, reputation, and strategic relationships of the organization. Responsibilities include:

- Developing and maintaining relationships with other unions to better establish MAHCP within the Manitoba labour movement and community and to track, monitor, and report on the strategic and operational environments affecting labour relations and bargaining.
- Developing, maintaining, and leveraging relationships with opinion leaders within the labour movement and the media to advance MAHCP's key messages and positions and to sustain a strong and reputable profile for the organization in the public sphere.
- Representing MAHCP on boards as assigned by the Executive Council (e.g., MCHCU, CHPS, etc.).

KEY POSITION CORE SKILLS AND COMPETENCIES

The Executive Director is expected to have - or acquire through professional development - and demonstrate the following core skills and competencies:

- Demonstrated understanding of labour relations, collective bargaining, and sound negotiations skills.
- Strong understanding of management fundamentals, including an ability to:
 - » Work with a Board of Directors (Executive Council);
 - » Manage people to optimal performance against clear performance criteria;
 - » Delegate to match task to talent; and
 - » Consult and facilitate consensus and resolve conflicts in support of effective decision-making.
- Strong oral and written communications skills, including an ability to deliver clear, concise, and impactful messages to stakeholders.
- Financial acumen and risk management knowledge in the context of not-for-profit organizations, particularly labour unions.
- Excellent strategic and critical thinking skills and the ability to translate complex and voluminous information into insights that inform options analysis and support effective executive decision-making and problem-solving.
- Strong relationship building skills and stakeholder management acumen.
- Demonstrated understanding of government policy and legislative processes and public administration.

KEY POSITION CORE BEHAVIOURAL ATTRIBUTES

The Executive Director is a key leader within MAHCP and critical to the organization's success. Core behavioural attributes include:

- Cooperation;
- Collegiality;
- Honesty;
- Inclusiveness;
- Compassion; and
- Empathy.

Competitive salary and benefits package commensurate with experience.

To apply, please forward a cover letter and resume to MAHCP President Jason Linklater at president@mahcp.ca by Friday, December 16, 2022. Only candidates selected for an interview will be notified.