

## **Employment opportunity: Provincial Executive Leadership Strategist**



The Hospital Employees' Union (HEU) is BC's largest health care union representing over 60,000 health care workers across British Columbia.

HEU is seeking a skilled Advisor, to support the work of the union's elected board, called the Provincial Executive (PE).

The 28-member PE includes two full-time elected officers – the President and the Financial Secretary – as well as three Vice-Presidents, a Senior Trustee, a Senior Trustee-Elect (four-year term), an additional Trustee, 13 Regional Vice-Presidents, and six Diversity Vice-Presidents. HEU's Secretary-Business Manager (SBM) is also a voting member of the PE and a full-time officer of the union.

This position serves as an Advisor and key resource to the PE and Administrative Committee. This position has the responsibility to support the PE in carrying out their responsibilities related to the strategic plan and will do so by developing and managing a comprehensive training and leadership program to support the PE members throughout their two-year terms.

The position also provides support to ensure governance compliance, risk management, and long-term goal setting. This includes tracking data, assisting with policy reviews, and managing any governance issues that arise within the PE. This role will also support any PE sub-committees in their work.

The position consults and collaborates with the union's full-time officers and the Administrative Committee in advance of carrying out the following duties and responsibilities:

### **1. Onboarding and Orientation:**

- a. Ensures an effective onboarding program is established for elected PE members to orient them to their roles and responsibilities as PE members as well as to the union's structure.
- b. Develop a comprehensive two-year learning plan to onboard, orient, and build the leadership and governance skills of the elected 28-member Provincial Executive in service of the organization and union members at large. Provide initial and ongoing orientation sessions for PE members at the start of each new term to facilitate smooth transitions and establish leadership expectations.

## **2. Training Program Development:**

- a. Design, implement, manage, and evaluate a comprehensive training and leadership development program tailored to the needs of the PE.
- b. Create and deliver educational materials and workshops on governance, leadership skills, policy implementation, and union operations.
- c. Develop programs to address the unique responsibilities of various PE roles, such as the President, Financial Secretary, Vice-Presidents, Trustees, and Diversity Vice-Presidents.

## **3. Leadership Development:**

- a. Identify leadership development needs within the PE and design specialized programs to address these areas, including training on decision-making, strategic planning, conflict resolution, and public speaking.
- b. Promote inclusive leadership and mentorship practices.
- c. Ensure that Diversity, Equity, Inclusion, and Accessibility (DEIA) initiatives are embedded into all aspects of board development and that the PE actively works to achieve greater diversity to further identify and address inequities.
- d. Evaluate training and leadership initiatives for effectiveness and report to the Administration Committee for accountability and improvement.

## **Required Knowledge, Skills and Abilities**

- Strong skills in developing, delivering, and evaluating training and leadership programs for adult learners of various skills, experiences, and backgrounds.
- Understanding of governance frameworks, including legal and ethical responsibilities of elected and union board members.
- Excellent communication skills and a collaborative approach to problem-solving.
- Ability to manage multiple priorities while maintaining a focus on governance best practices.
- Commitment to diversity, equity, inclusion, and accessibility in all training and leadership development initiatives.
- Experience with assessment and evaluation of training and leadership programs for individual learners and organizational accountability.
- Experience with conflict resolution, crisis management, and risk mitigation within governance structures.

- Familiarity with financial oversight and basic financial governance practices.
- Skilled in maintaining a high level of professionalism, discretion, and integrity.
- Enthusiasm for fostering leadership within the union and empowering workers to achieve their full potential.

## **Qualifications**

Minimum of five (5) years of experience in union leadership, governance, or program management, with a focus on working with elected boards or governance bodies.

A degree or diploma in leadership, adult education, union/worker education, or a related field. Equivalent work experience in union leadership or related areas will also be considered.

## **Working Conditions**

Position may be required to work evenings and weekends and may be required to travel throughout BC, including occasional overnight travel.

Applicants must be legally able to work in Canada (i.e. Canadian citizenship, permanent residency, or valid work permit).

This is an exempt position. Compensation includes generous vacation time and benefits, including a defined benefit pension plan. The current annual salary for this position is \$161,054.40.

## **Interested in working with us? Here is how to apply.**

Please send your resume and cover letter **by 4 PM on May 31, 2025**, to: **Jobapplication@heu.org (subject line: PE Leadership Strategist - Your Name)**.

Please note that due to the anticipated volume of applications, we will only be responding to applicants selected for an interview.