



## EXECUTIVE DIRECTOR PEI Nurses' Union (PEINU)

The Prince Edward Island Nurses' Union (PEINU) provides a strong, credible and respected voice for more than 1200 Registered Nurses and Nurse Practitioners working across the province within acute care, long term care, community care, mental health and addictions. The Executive Director provides leadership, strategic advice and support to the President and Board of PEINU in all aspects of labour relations, collective bargaining, communications, policy and administration.

### Duties will include:

- Providing advice in all matters related to the interpretation, application and administration of the Collective Agreement;
- Leading the collective bargaining process as the spokesperson of PEINU by preparing a collective bargaining framework, strategy and process;
- Responding to member concerns on a wide variety of issues, providing advice, facilitating effective conflict resolution and managing grievance procedures as required;
- Identifying critical HR issues; developing and recommending strategies to meet needs;
- Maintaining open and effective lines of communication with the Board, employers, union members, other provincial organizations and the national organization;
- Overseeing the PEINU office, supervising office staff, including performance management and ensuring financial oversight and monitoring of the budget;
- Attending meetings to provide advice and support to the Executive/Board on complex HR and organizational issues;
- Conducting research on multifaceted issues and preparing written briefing notes as required.

### Minimum Requirements:

- University degree in a related field;
- Knowledge of supervisory/management best practices;
- Experience with a unionized environment;
- Proven leadership, team-building, conflict management and facilitation skills;
- Superior interpersonal and collaborative skills as well as excellent oral and written communication skills;
- Knowledge of collective bargaining process, collective agreements, relevant acts and regulations and current issues related to nursing and health care;

### Additional Qualifications:

- Experience interpreting collective agreements and leading or participating in union negotiations/collective bargaining would be an asset;
- Law degree and/or CPHR certification would be an asset

Qualified candidates are invited to submit a detailed resume and cover letter in confidence by **Friday, June 29, 2018 at 12:00 p.m. to:**



**HR Atlantic**  
**1 Harbourside, Brecken Building**  
**Charlottetown, PE C1A 8R4**  
**E [peinu@hratlantic.ca](mailto:peinu@hratlantic.ca) F (902) 626-2532**  
**W [www.hratlantic.ca](http://www.hratlantic.ca)**

*Only candidates selected for an interview will be contacted.*