

Job Ad - Professional Officer for the Dalhousie Faculty Association

The Dalhousie Faculty Association (DFA) is seeking to fill the position of Professional Officer. The DFA is the exclusive bargaining agent for almost 1000 professor, instructor, librarian, and counsellor Members at Dalhousie University in Nova Scotia. The DFA employs four staff Members including the Professional Officer. The Professional Officer is responsible through the Association President to the DFA Executive Committee, which is the body that determines policy, consistent with its constitutional authority.

The primary role of the Professional Officer is to provide advice to DFA leaders and Members in relation to the Collective Agreement. Specific duties of the Professional Officer include assisting the Office Manager and the Administrative Officer in the smooth and efficient administration of Association business as well as advising and assisting Members on matters related to the terms and conditions of their employment. With respect to the latter, it is required that the Professional Officer be knowledgeable about the terms and conditions of employment of DFA Members through study of and experience with the relevant Collective Agreement in force, and other documents relevant to the same matters in addition to becoming familiar with legislation which may affect Members. The Professional Officer is kept informed of all grievances underway, ensures time limits are met and actively participates in all grievance proceedings, being responsible for preparation of cases submitted to arbitration in consultation with the representative for the Association. The Professional Officer shall attend all collective bargaining sessions with Dalhousie University to give advice and provide information, and from time to time negotiate items during such bargaining meetings. The Professional Officer shall maintain liaison with other local Association/unions and the DFA affiliates and carry out research required by the Executive Committee. The Professional Office is required to prepare relevant written documents on a regular basis.

The successful candidate will have experience with contract interpretation within a labour relations context. A law degree is preferred but not required if the candidate can demonstrate equivalent experience. Experience in the higher education sector would be an asset. The successful candidate must have good communication skills in the oral and written modes and be proficient with relevant electronic tools such as word processing, email, spreadsheets, and on-line video conferencing (e.g., Zoom, Teams). The successful candidate will have a proven history of working effectively with others in small teams.

The DFA office staff, including the Professional Officer, are Members of the Dalhousie Faculty Association Staff Union. The Professional Officer works in collaboration with the DFA office staff in the DFA office. Salary and benefits are determined by the DFA/DFASU collective agreement and are competitive within the industry.

Complete applications will include a comprehensive curriculum vitae and a covering letter outlining relevant skills and experience. References will be requested only for applicants who are invited for an interview. Application packages should be emailed to dfa@dal.ca with the subject line "Application for Professional Officer Position".

Dalhousie Faculty Association is an affirmative action employer. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Review of applications will begin January 31, 2022, and short-listed applicants will be invited for an online interview shortly thereafter. Only short-listed candidates will be contacted. The anticipated starting date for the position is March 2022.