



Competition: 19-07, Governance Officer - Special Forces Pension Board

Position Type: Full-Time, Permanent (Excluded)

Classification: Pay Group IV

Salary Range: \$64,400.00 - \$92,000.00

Closing Date: Open Until Suitable Candidate Found

The Special Forces Pension Board is evolving to a non-statutory Corporation effective March 1, 2019. The Board is seeking a new position, a Governance Officer, to work under the Board Director in providing support to both the SFPP Corporate Board and Sponsor Board.

Please note: This is a position that will be hired by Alberta Pensions Services Corporation and will be moving to SFPP Corporation, as of March 1, 2019.

This position reports to the Director of the SFPP Corporation. The Governance Officer takes a supportive and advisory role to provide effective governance support to the Corporation's Board of Directors and Sponsor Board. The role involves complex and confidential duties, while maintaining the integrity and independence of SFPP's governance framework. The incumbent would add value by planning and supporting board meetings, agendas and supporting materials, maintaining records, developing reports, taking Board minutes and liaising with the Corporation's upper management to guarantee that the information provided to the Corporate Board and Sponsor Board is accurate, in compliance with bylaws and regulations, and in keeping with good governance practices.

The Governance Officer represents the Board with a high degree of professionalism, integrity, ethics and political acumen in order to mitigate risk.

Externally, the work impacts the corporate image, the effectiveness, quality and efficiency of the Board and management in interaction with the following:

- Contributes to the management of contract consultants and external legal counsel for timely and fulsome research and reporting to the Board.
- Coordinates external service providers to the Board.
- Under the direction of the Top Executive, prepares draft correspondence and reporting to the Board, Sponsors and stakeholders, ensuring the appropriate level of diplomacy and protocol.
- Builds and maintains strong and effective relationships and has the knowledge to advise Board members on Board related matters, governing documents, and director appointments.
- Provides an advisory role to the Top Executive in governance best practices.
- Ensures all board decisions are actioned and implemented.
- This job requires attention to detail, strong organization and time management skills.
- Internally the work impacts the timeliness, quality of reporting and efficiency of the Corporation by building and maintaining strong and effective relationships with management and staff in the project management and advisory role in board reporting. Externally, the work impacts the quality of information that the Boards receive and use to make decisions.

Qualifications:

- The education level requires a minimum of a University Degree in a related field (law, policy or public governance).
- A Governance Professionals of Canada (GPC) Designation is preferred.
- A minimum of 5 years' related experience.

Plus:

- General knowledge of corporate governance, including corporate mandate and values, business, reporting structure, procedures, policies and practices.
- Full knowledge of SFPP governing authorities (and corporate obligations for each).
- Understanding of impact of applicable governing documents on corporate obligations.
- Understanding of impact of applicable governing documents on board governance.
- Extensive knowledge of board governance.
- Full knowledge of Board policies.
- Understanding of pension administration functions and processes.
- Experience in governance policy research and developing governance policy.
- Familiarity with the use of board portals to deliver agenda materials and voting documents.

Skills and Abilities:

- Strong time management skills.
- Strong procedural skills to manage complex information flow and to develop and implement business processes.
- Ability to analyze situations and make appropriate decisions; strong problem solving and risk identification skills e.g. finding solutions for deadlines for board approvals in concurrence with quorum issues; accommodating last minute agenda items, changes to meeting agendas due to unforeseen events.
- Superior business writing and comprehension skills.
- Strong analytical and research skills.
- Effective presentation preparation skills, including the preparation of briefing material, handouts and presentations for updates to the Board, making proposed changes to governance model, processes, governance policy or reporting; delivery of governance component of new director orientations.
- Expert in Microsoft Office Suite (including PowerPoint) and Adobe Acrobat (PDF building) skills.
- Political awareness and sensitivity.
- Proactive and independent worker.
- Respectful of others' workloads and deadlines.
- Client service mentality.

APS and SFPP Corporations offer comprehensive and flexible [benefit packages](#).

How to Apply:

If you are interested in this position, please submit your resume to Human Resources at recruitment@apsc.ca. Each submission needs to clearly indicate the **competition number** of the position you are applying for.

Please Note: If you are submitting a resume for multiple positions, please send a separate submission for each competition. The successful candidate(s) will be required to undergo a security screening as a condition of employment. This job posting may be used to fill current and future vacancies within APS at the same or lower classification.

Thank you for your interest in Alberta Pensions Services Corporation (APS) and Special Forces Pension Plan Corporation. Only those candidates selected for interviews will be contacted.