

JOB DESCRIPTION

JOB DETAILS

Job Title: Municipal Board Services Coordinator

Job ID: CK1416

Classification: Clerk R14

Classification Date:
(MM/DD/YYYY)

Branch: Municipal Pension Board Secretariat

Unit: BRD-Municipal Pens Bd Sec

Reports to: Manager, Municipal Board Services

Security Screening: Yes

Union/Excluded: BCGEU

BRANCH DESCRIPTION

The Municipal Pension Board Secretariat (secretariat) provides professional and operational service and support to the Municipal Pension Board of Trustees (board) in meeting their governance and fiduciary obligations, carries out the day-to-day board operations and serves as the key liaison between the board and plan partners, appointing authorities, agents, service providers, plan members and employers, and other stakeholders. The board is the Plan Administrator for the Municipal Pension Plan (plan) – the largest pension plan in BC and the sixth largest plan in Canada with over \$50 billion in assets, over 300,000 members and over 900 participating employers in the municipal, health, education and other sectors. The board oversees and directs the BC Pension Corporation and the BC Investment Management Corporation in the plan administration and investment management functions, respectively, as delegated to them by the board.

JOB SUMMARY

The Municipal Board Services Coordinator works under the direction of the Manager, Municipal Board Services and is responsible for planning all aspects of board and committee meetings and events. The Municipal Board Services Coordinator develops the meeting/event work plan and works with internal and external resources in the development and execution of the meeting/event. The Municipal Board Services Coordinator also supports the Municipal Pension Board Secretariat, playing an integral role ensuring smooth coordination of workflow and communications between the board, secretariat and stakeholders pertaining to board information and activities. The Municipal Board Services Coordinator works in a confidential environment where communications frequently concern complex, sensitive and urgent matters and the incumbent must be able to effectively organize workflow and be able to adapt quickly to changing priorities.

JOB RESPONSIBILITIES

1. Plans and coordinates board and committee meetings and events including venue source, venue logistics, technology, catering and securing accommodation arrangements.
 - Establish and maintain effective, collaborative and constructive relationships with community partners, contractors, other pension plans and external stakeholders to positively influence others and met the client's needs
 - Establish and maintain communication channels and act as liaison with other parties involved in the planning and/or participation in the events
 - Plan, negotiate and carry out the logistical details associated with all events including working with suppliers, facilities rental, accommodations, event room setup, menu planning and audio video requirements
 - Participate in event development by attending planning meetings, gathering information, meeting minutes and preparing summaries and plans
 - Performs necessary site visits and attends as on-site facility coordinate and contact, as required
 - Negotiates, signs and manages contracts for facilities, catering and equipment related to the event within delegated authority
2. Manage the flow of information to the Municipal Pension Board of Trustees, ensuring they are kept informed on important issues in a timely manner.
 - Manage the board's confidential email box; including monitoring incoming correspondence from plan stakeholders on a regular basis throughout the day, reviewing content and determining appropriate action based on a good knowledge of board and secretariat operations
 - Prepare the confidential weekly report to the board that informs them of emerging issues, upcoming learning opportunities, announcements, etc, by screening and prioritizing information received, and drafting the report in a quick, user-friendly format for ease of trustees
 - Track and manage board and secretariat correspondence, including reviewing content for prioritization, maintaining an efficient bring forward system for replies, distributing to chair/vice chair as required, and preparing reports on correspondence to the trustees
 - Proofread and/or edit various forms of draft correspondence in accordance with standards, spelling, grammar, format and returns to the author for corrections and changes, as required
3. Administrative support:
 - Arrange travel and accommodation for secretariat staff and executive director, including completion of expense claims for executive director
 - Maintain board and secretariat records in accordance with established policy and procedures
 - Create and maintain administrative procedures manual related to work performed
 - Other administrative duties as required

EDUCATION

Degree/Diploma Obtained**Program of Study**

- High school diploma or equivalent.

EXPERIENCE**Years of Experience****Type of Experience**

- Three years of office administration experience preferably within a corporate governance environment that includes:
 - Experience in event planning.
 - Experience providing strong client/customer service.
 - Proficient with Microsoft Office (Word, Excel, PowerPoint) and an aptitude for learning new computer applications.
 - Experience drafting, proofing and editing written communication with strong attention to detail.
 - Experience tracking, managing and prioritizing the flow of information (i.e. correspondence).
 - An equivalent combination of education, training and directly related experience may be considered.
- Experience in developing, implementing, and managing an information management system is preferred.
- Experience with venue contract negotiations is preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated ability to establish and maintain strong working relationships - to work cooperatively and to coordinate with a variety of individuals both within and outside the organization in a professional, client service oriented fashion;
- Excellent oral and written communication skills;
- Demonstrated ability to work effectively and efficiently, manage changing priorities and high volumes of work, while under time pressure;
- Demonstrated ability to exercise sound judgment and handle confidential information with utmost discretion;
- Ability to interpret and analyze client needs, think independently, pro-actively identify issues and suggest strategies for issue resolution;

CORE COMPETENCIES**Navigating Change L1**

Supporting self and others through change and transition and enabling successful transformation in work products and processes.

- Suggests improvements in the way things are done in the organization.
 - Adopts new ideas and ways of doing things.
 - Identifies challenges related to change.
 - Remains effective in the face of difficult or demanding situations.
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Embracing Learning L1

Contributing to a learning culture by developing self and supporting others to acquire skills and improve performance.

- Self-assesses against expectations and standards to identify own learning needs in the current position.
 - Reflects on completed activities, identifying what worked well, what didn't, and how to improve own performance.
 - Openly shares knowledge with other employees.
 - Seeks to learn from other employees.
 - Takes advantage of learning opportunities provided to meet job requirements.
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Client Orientation L2

Making it easy for our external and internal clients - seeing things through their eyes.

- Anticipates clients' needs and concerns.
 - Develops procedures and practices to ensure consistent service.
 - Leads or participates in efforts to enhance service delivery systems and processes.
 - Ensures consistency of service experience.
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Accountability L1

Holding self and others accountable to deliver on commitments and to achieve desired results.

- Organizes own work load, clarifying priorities and expectations.
 - Participates in monitoring own performance.
 - Adjusts actions to meet expectations.
 - Takes action on things that need attention.
 - Supports organizational initiatives and activities.
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Inspiring Trust L1

Inspiring confidence by demonstrating integrity and building credibility.

- Communicates professionally with others.
- Presents information in a clear and confident manner.

- Expresses own views while remaining open to alternative perspectives.
 - Respects other perspectives and opinions.
 - Speaks well of the organization and of each other.
 - Follows through on commitments.
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Decision Making L1

Enabling progress by resolving issues and supporting others in taking calculated risks and making decisions.

- Makes decisions within scope of responsibility.
 - Applies guidelines and procedures in making decisions.
 - Gathers input / information from different sources to support decision making or further action.
 - Seeks guidance when the situation is unclear.
 - Applies lessons learned when making decisions.
 - Supports established decisions.
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Organizational Focus L1

Aligning work priorities, processes and practices to achieve the strategic direction.

- Considers the impact of own actions on others.
- Identifies obstacles to existing processes and practices.
- Supports others in the achievement of work unit priorities.