

## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** Assistant Board Secretary

**Job ID:** Band222

**Classification:** Group B

**Classification Date:**  
(MM/DD/YYYY)

**Branch:** Pension Board Secretariat

**Unit:** BRD-Pension Board Secretariat

**Reports to:** Director, Board Operations

**Security Screening:** Yes

**Union/Excluded:** Excluded

### BRANCH DESCRIPTION

Pension Board Secretariat (Secretariat) provides executive, management and operational support services to three separate Boards of Trustees (Board(s)), namely: College Pension Board of Trustees, Public Service Pension Board of Trustees and Teachers' Pension Board of Trustees. The Boards employ an Executive Director and Executive Officer who provide executive services to the Boards. The Executive Director supervises and oversees the Secretariat and its staff who are employees of Pension Corporation.

### JOB SUMMARY

The Assistant Secretary is responsible for supporting the Director, Board Operations in ensuring the integrity of the board governance framework, efficient administration of the boards' interplan committees as well as provide project management support to the Secretariat and boards. The Assistant Secretary will also support the board secretaries by providing partial coverage when necessary.

The Assistant Secretary is responsible for meeting management including agenda development, materials and record keeping for interplan committees; ensuring trustees have all necessary resources to fully prepare for, attend, discuss issues and make informed decisions at meetings; support interplan committees on the application of governance and policy responsibilities; and communicating, following up on, and overseeing the implementation of interplan committee recommendations and directions. The Assistant Secretary will also provide project management support to interplan or plan specific projects including: coordinating internal and external stakeholders, and managing project timelines, issues and actions.

### JOB RESPONSIBILITIES

#### Leadership

- Works with the Director, Board Operations in the delivery of secretariat services to the interplan committees including governance expertise and compliance, and board and committee meeting management and support.
- Support the board secretaries by providing partial coverage where required
- Provides advice and guidance to the trustees on matters relating to application of policies, committee processes, and other aspects of committee roles and duties.
- Contributes to the identification, implementation and management of quality standards for committee materials and processes to meet governance and service level agreements.
- Establishes and maintains effective, collaborative and constructive relationships with trustees, agents, service providers and other stakeholders to ensure delivery of service and programs consistent with committee needs and recommendations.
- Communicates, as appropriate, on behalf of the committee, with Pension Corporation, BCI and others to ensure the implementation of information requests, committee recommendations and direction. Facilitates communication to and from the boards.
- Contribute to development, implementation and monitoring of the secretariat's strategic business.

#### Interplan Committee Support and Advisory Services

- Manages interplan committee meeting planning, processes, and preparation and distribution of meeting agendas and materials. This includes critical review of briefing material, board policy development, and meeting minutes for quality, accuracy and comprehensiveness. This also includes attendance at board and committee meetings, as required.
- Draft briefing notes and other committee material.
- Provide governance advice as required.
- Working with the Director, Board Operations, manages requests for board and Secretariat records under the Freedom of Information and Protection of Privacy Act, including application of the Act to determine whether a record can be withheld or released, and responding within legislated timelines.
- Work with the board secretaries on appeals management.
- May be required to liaise with the Office of the Ombudsperson on investigations and complaints.

#### Operations Supports

- Provides effective leadership amongst the team, contributing to a positive culture of high performance and collaboration, in support of the board's

strategic goals and operational requirements.

- Provides input to the development, implementation and evaluation of performance standards, service levels and operating principles of the Secretariat
- Provides project management support.
- Drafts responses to board enquiries and requests received from stakeholders, including conducting research required to formulate a reply
- Instructs and monitors professional service providers to the boards including legal, actuarial, audit, insurance and other consulting service

#### Key Relationships

- Boards and Committees
- Municipal Pension Board Secretariat
- Pension Board Secretariat
- VPs, Directors and Assistant Directors of the board's agents
- Senior staff and other key contacts at the board's other service providers

### EDUCATION

#### Degree/Diploma Obtained

#### Program of Study

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- A Bachelor's degree in a related discipline (Law, Commerce, Business Administration, Public Administration, Arts) or an equivalent combination of education, training, and experience.

### EXPERIENCE

#### Years of Experience

#### Type of Experience

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- Experience working in a corporate governance environment such as supporting the roles, responsibilities and procedures of a board of trustees/directors.
- Demonstrated experience in project management
- Experience in policy development analysis and interpretation of legislation, regulations, contracts and policy. Experience in pension administration and/or legal practice preferred.
- Demonstrated leadership skills with proven ability to take initiative, motivate and influence others and work in a changing environment.
- Demonstrated ability to build and maintain effective working relationships.
- Strong communication skills with excellent, proven interpersonal, presentation and writing skills.
- Demonstrated ability to work calmly under pressure while exercising tact, diplomacy and good judgment.

### KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of leadership, management and corporate governance theory and practice;
- Excellent organizational and project management skills and attention to detail;
- Excellent communication (verbal, written and presentation) and interpersonal skills;
- Exercises good judgment and discretion, demonstrating flexibility and composure in a fast-paced environment;
- Ability to work independently and as part of a team;
- Ability to manage multiple reporting relationships;
- Ability to establish and maintain effective working relationships with a variety of individuals and groups;
- Proficient with the Microsoft Office suite of products (Word, PowerPoint, Excel etc.).

### CORE COMPETENCIES

#### Navigating Change L2

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

- Invites input and feedback on proposed changes.
  - Supports others in generating new and innovative approaches.
  - Builds support for new approaches and initiatives.
  - Shares information on change in a timely manner.
  - Identifies innovative approaches to deal with situations for which no known precedent exists.
  - Eliminates unnecessary work activities.
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#### Embracing Learning L2

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

- Gathers feedback from various sources to identify own strengths and weaknesses.
  - Pursues challenging experiences beyond current position to add value in own area.
  - Helps others identify learning needs to meet current job requirements.
  - Provides honest, timely, clear and specific feedback to others.
  - Ensures people are provided appropriate training within available budget and resources.
  - Encourages people to reach their full potential.
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**Enabling & Inspiring L2 - Leading Others**

Motivating, supporting and enabling others to succeed.

- Encourages and values others' input.
  - Enables others to demonstrate their competence and capability.
  - Coaches and supports others to realize their full potential.
  - Empowers others to take initiative and try new approaches.
  - Diffuses workplace tension or conflict to enable a productive workplace.
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**Client Orientation L3**

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

- Balances client needs with business realities.
  - Represents client needs to more senior management.
  - Provides advice on complex problems and initiatives.
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**Accountability L2**

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

- Sets challenging but realistic goals for own area of responsibility.
  - Helps people improve performance to maximize results.
  - Holds people accountable for meeting established expectations.
  - Evaluates progress against established goals and objectives.
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**Inspiring Trust L3**

Inspiring confidence by demonstrating integrity and building credibility.

- Brokers healthy relationships across the organization to further the achievement of business goals.
  - Promotes dialogue and shared understanding on business issues.
  - Communicates complex issues clearly and credibly with varied audiences.
  - Confidently and effectively expresses contrary opinions and own perspectives.
  - Accepts alternate perspectives in support of business interests.
  - Models trust in others to do their jobs.
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**Leadership Courage L2 - Leading Others**

Saying and doing the right thing despite potential risk.

- Demonstrates awareness of when to influence and when to be influenced.
  - Asks challenging questions in a respectful/constructive manner.
  - Addresses challenging situations in a timely and direct manner.
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**Decision Making L2**

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

- Involves the right people in the decision making process.
  - Makes decisions by weighing several factors, some of which are partially defined with missing pieces of information.
  - Uses sound business sense to make decisions.
  - Considers risks when identifying or recommending options.
  - Provides context and rationale for decisions.
  - Provides information to others to support decision making on complex issues.
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**Organizational Focus L2**

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

- Optimizes processes or practices to support the achievement of organizational goals.
  - Helps team members understand the broader vision and how their work is aligned.
  - Identifies broader implications of proposed positions, options and approaches.
  - Makes connections between situations and patterns to improve decision making.
  - Recommends approaches to address issues with a longer term perspective.
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**Insight & Impact L2 - Leading Others**

Understanding self and others in order to be a positive influence as a leader.

- Considers others' viewpoints and needs when formulating a persuasive rationale.
- Considers others' potential responses.
- Demonstrates authenticity by sharing own thoughts, feelings and experiences as appropriate.
- Remains calm under pressure to help others cope.