

JOB DESCRIPTION

JOB DETAILS

Job Title: Assistant Board Officer

Job ID: AO1832

Classification: Administrative Officer R18

Classification Date:
(MM/DD/YYYY)

Branch: Municipal Pension Board Secretariat

Unit: BRD-Municipal Pens Bd Sec

Reports to: Director, Board Operations

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

Reporting to the Director, Board Operations, the Assistant Board Officer supports the Municipal Pension Board of Trustees' Board Officers in providing the professional and operational service to the board to meet their governance and fiduciary obligations, and to carry out the board's day-to-day operations. The services include research and analysis, development and presentation of reports to the board, drafting board correspondence, coordination and planning of the board's Annual General Meeting and other meetings, and management of the board's confidential records. The Assistant Board Officer works collaboratively with internal and external resources on topics ranging from pensions, communications, governance, and investment, and has the ability to adapt, prioritize, make decisions and work independently. This position must adhere to the strictest confidentiality requirements.

JOB RESPONSIBILITIES

Board Governance

- Manage meetings of the board's sub-committees and working groups, as required, ensuring the planning, agenda, information and board records support the board in meeting its goals, objectives, priorities and fiduciary obligations.
- Manage the coordination and planning for the board's Annual General Meeting (AGM), including project planning, timelines, deliverables, budget approvals, cost tracking, facilities arrangements, liaising with other project participants, preparing briefing notes and reporting/presenting to the trustees.
- Provide research and analysis on various board or committee governance-related matters (ie; policy, legislation, board operations, etc.), prepare confidential reports and briefing material with options and recommendations for board decision, including determining research methodology, analyzing and interpreting data, providing cost-benefit analysis, etc.
- Coordinate and carry out planning, implementation and delivery of assigned projects, or portions thereof, which cross organizational boundaries, are high profile in terms of stakeholder interest and board goals, have external interfaces, and significant assigned resources (ie; request for proposals, board governance assessment framework).
- Identifies board governance and operational risks and develops risk mitigation strategies and/or controls.
- Review and/or participate in the preparation of various board governing documents (ie; briefing notes, issue papers, meeting minutes, decision summaries, and reports to the board's stakeholders).

Board Services

- Maintain the board's official record of meeting materials, minutes, decision indexes and other relevant material pertaining to board business in accordance with policies and procedures, including closure of board meeting files and proper storage and safeguarding of board documents and information.
- Manage and maintain the board's confidential website and reference library ensuring board access to current and up-to-date information, including; security administration, design structure, presentation, and content organization.
- Draft responses to the board's confidential correspondence in accordance with secretariat and correspondence standards, including researching issues (some of which may be complex or technical), and/or liaising with subject matter experts (internal or external) to formulate an appropriate response.
- Provides administrative support to the Appeals Registrar.

- Provides other board officer support services and undertakes special projects as required; including research, analysis, writing, liaising.
- Contribute to the development, maintenance and implementation of secretariat policies and procedures.

EDUCATION

Degree/Diploma Obtained

Program of Study

- A diploma or certificate in a related discipline (law, commerce, business administration, public administration, arts) and three years of related experience. An equivalent combination of education, training and experience may be considered.

EXPERIENCE

Years of Experience

Type of Experience

- Related experience must include:
 - Managing multiple projects or assignments;
 - Working with multiple stakeholders; and
 - Conducting research and writing and presenting reports/briefings.
- Experience in policy development, analysis and interpretation of legislation, regulations, contracts and policy is preferred.
- Experience managing records and access to confidential materials is preferred.
- Experience working in a corporate governance environment such as supporting the roles, responsibilities and procedures of a board of trustees/directors is preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Proven ability to take initiative, motivate and influence others and work in a changing environment.
- Demonstrated ability to build and maintain effective working relationships with a variety of individuals and groups.
- Strong communication skills with excellent, proven interpersonal, presentation and writing skills.
- Demonstrated ability to work calmly under pressure while exercising tact, discretion, diplomacy and good judgement.
- Excellent organizational and project management skills and attention to detail.
- Demonstrates flexibility and composure in a fast-paced environment.
- Ability to work independently and as part of a team.
- Ability to manage multiple reporting relationships.
- Proficient with the Microsoft Office suite of products (Word, Excel, PowerPoint 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.

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.

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 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 L2

Inspiring confidence by demonstrating integrity and building credibility.

- Creates opportunities to build internal and external relationships.
 - Demonstrates confidence in own abilities, views or decisions when challenged.
 - Provides skill, knowledge and talents to resolve complex issues.
 - Fosters trust by communicating consistent, reliable and accurate information.
 - Builds on others' ideas to develop support.
 - Helps others build confidence in themselves.
 - Recognizes the contributions and successes of others.
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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.