

Job Title: Manager, Corporate Secretariat
Company: Canadian Medical Protective Association
Location: Ottawa, Ontario
Application Deadline: May 28, 2010

Description of Company: The CMPA provides its physician members with medico-legal advice, risk management education and legal assistance related to their clinical practice. By promoting patient safety, the Association contributes to improving the quality of the Canadian health care system.

EMPLOYMENT TYPE: Regular, Full-Time

SALARY RANGE: Minimum: \$76,659; Mid-point: \$95,823; Maximum \$114,989

JOB SUMMARY:

Reporting to the Director, Business Strategy and Governance, the Manager, Corporate Secretariat ensures support to senior management and the governance bodies of the Association. The position manages the corporate secretariat function, facilitating the effective flow of information in support of management and governance decision making. This includes the development of corporate business and governance policies, presentations, background papers and reports related to governance and management processes and issues.

This position is also responsible for managing administrative support staff providing support to senior staff and Council.

QUALIFICATIONS:

- Four-year Bachelor's Degree in a specialized field (e.g., B.Comm, etc.)
- 8 to 10 years' relevant working experience, including:
 - preparation and presentation of position papers, presentations, backgrounders and other support material related to corporate governance and management support
 - development of business and governance policies and procedures
- A minimum of 5 years experience providing leadership and direct supervision to administrative staff, preferably at the executive level
- Previous experience identifying and analyzing strategic and operational issues, trends and developments in governance and management related areas
- Experience working with and advising senior managers and those in senior governance positions
- Advanced writing skills in English

- Strong consultation abilities, including an ability to communicate with a range of individuals on complex matters
 - Effective management and leadership skills, including the ability to foster a team environment.
 - A demonstrated ability to work collaboratively in a team environment
 - Ability to work independently, possessing good judgement, initiative and discretion
 - Sound problem-solving skills and the ability to multi-task, set priorities, and meet tight deadlines
 - Advanced computer skills for word processing, presentations and data analysis
 - Knowledge of French is an asset
 - Knowledge of the health care environment is an asset
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- ***Selected candidates may be required to complete a skills assessment.***
 - ***Successful candidates will be required to provide proof of academic and professional qualifications.***
 - ***We wish to thank all applicants for their interest. However, only those selected for further consideration will be contacted.***

We offer a comprehensive compensation and benefits package as well as access to two on-site fitness centres. Please forward your resume quoting **Posting # 10-015cscs** to:

By e-mail: hr@cmpa.org

By mail: Human Resources Specialist
Canadian Medical Protective Association
P.O. Box 8225, Station T
Ottawa ON K1G 3H7

By fax: (613) 725-5133