

Assistant Corporate Secretary – Communications & Corporate Planning

The Standards Council of Canada (SCC) is a federal Crown corporation with the mandate to promote efficient and effective standardization in Canada. Located in Ottawa, SCC has a Governing Council comprised of up to 13 members and a staff of approximately 90. The organization reports to Parliament through the Minister of Industry and oversees Canada's standardization network.

Reporting to the Manager, Corporate Planning, the Assistant Corporate Secretary will be responsible for providing professional and administrative support to the Corporate Secretary with respect to planning, organization and direction of arrangements for meetings and conferences of Council and its principal committees.

Key responsibilities and activities include:

- Contribute to the development and implementation of guidelines, processes and procedures to ensure the Chairperson and the Chief Executive Officer (CEO) are adequately briefed on all proceedings and decisions of Council and its committees.
- Plan and organize arrangements for Council, Corporate Governance Committee, Audit Committee, and other meetings and conferences.
- Develop and prepare agenda and programs, and coordinate the preparation of supporting papers for Council and standing Committee meetings; and reviews papers received by the Secretariat with respect to content and policy for approval.
- Contribute to the development and implementation of policies, processes and procedures to meet statutory requirements.
- Draft and edit Council-related position paper, presentation and other communication-related collateral.
- Assist in the preparation of minutes, actions to be taken, and records of decisions of Council and its committees and, upon request, other meetings or conferences; ensuring minutes and action items are communicated.
- Track follow-up actions to be taken on decisions, and provide information to be brought back to committees as required.
- Provide advice and guidance regarding Council issues and decisions.

Candidate Profile

Essential Qualifications

- Undergraduate degree in business administration, public administration, political science or an equivalent discipline;
- A minimum of 5 years of experience in providing professional and administrative support to Secretariat / Corporate Secretary;
- Experience in organizing meetings, including preparation of agendas and minutes;
- Bilingual (English-French) preferred.

Knowledge

- *Standards Council of Canada's Act*, mandate, structure, plans and priorities;
- Theories and principles of corporate governance and senior decision making process
- Practices and principles of the organization of meetings and conferences, including Robert's Rules of Order;

- Practices and principles of policy development, process implementation, legislative instruments;
- Principles and practices of secretariat systems and procedures for creating agendas and programs, transcribing, distributing and following-up on minutes of meetings and action items.

Skills

- Excellent verbal and writing communication skills, as well as active listening;
- Excellent interpersonal skills;
- Advanced time management, prioritization, and planning skills;
- Advanced project management skills, including planning and execution;
- Strong critical analysis and thinking skills;
- Advanced computer skills, including Microsoft Office applications, web-based forums and social media.

Abilities

- Ability to manage complex issues through sound judgment and advanced problem-solving;
- Ability to interact with a variety of internal and external stakeholder groups;
- Ability to successfully manage projects, meet deadlines, and work under pressure;
- Ability to plan and coordinate meetings and events;
- Ability to prepare minutes, position papers and follow-up on actions to be taken.

Attributes

- Decisive, tactful, diplomatic, and ethical;
- Observant, open-minded, and self-reliant;
- Trusted Collaborator: fulfills promises, customer focus, team building;
- Progressive Leader: pragmatic, facilitator, inclusive, integrity, innovative;
- Experienced Professional: effective communicator, focused on quality and continuous improvement, depth of expertise.

Salary range: \$59,200 – 73,900 (SC-5)

The SCC is an equal opportunity employer offering competitive compensation and benefits packages.

Qualified candidates are invited to apply to this competition by submitting their résumé to careers@scc.ca

We thank all candidates for their interest; only those applicants whose qualifications are most relevant will be considered and contacted.