

Board Liaison

Island Health Legal Services has an exciting opportunity for an experienced Board Liaison in Victoria, BC.

The Opportunity

Working closely with the Executive Team and Board of Directors (Board) of Island Health, the Board Liaison manages and coordinates all aspects of Board operations, policy and procedures within the governance framework of Island Health. You will develop and manage the annual budget as well as the board governance documents, processes and procedures within the Board Governance Manual as well as plan, prepare, implement and follow-up for Board meetings. Assisting the Board Chair, President and CEO and General Counsel, you help to keep the Board members informed on a variety of issues, particularly key media issues, major organizational changes and politically sensitive matters. You synthesize large amounts of information from diverse sources into succinct briefing documents.

Desired Skills and Qualifications

In addition to your Bachelors' degree, Chartered Secretary or Paralegal with Corporate Secretarial or Robert's Rules of Order expertise, you have at least 7 years' experience in a similar role in a large complex organization, preferably in health care, corporate governance or the public sector. Your background demonstrates your high level knowledge of governance, legislative framework and policy development.

With impeccable corporate secretarial and managerial skills, you work independently, are highly organized, flexible and can accomplish and measure objectives and results. Naturally intuitive, you are able to read signals on the horizon and provide early warning to management; and being able to mediate and assist in achieving consensus. You are able to retain your sense of humour, remain calm, discreet, tactful and diplomatic under pressure. You have proven your ability to create and maintain effective relationships with community leaders, government representatives and others, enhancing trust and reputation in both an advocacy and collaborative manner.

To view the full job description and apply, visit: https://viha.hua.hrsmart.com/ats/js_job_details.php?reqid=35024

Questions? Please contact: Suzi Benn, Legal Assistant, suzi.benn@viha.ca.

About Us

Island Health – Vancouver Island Health Authority is the largest employer on Vancouver Island with over 19,000 employees and 1,900 physician partners, and over 6,000 volunteers that give their time, skills and experience to our organization.

Island Health Board of Directors

Working with the executive team, the board establishes Island Health's Vision, Purpose and Values and ensures patients receive the best care possible within an affordable, sustainable health care system. The Board of Directors holds regular General Board meetings in communities across the Island Health region.

Learn more: http://www.viha.ca/about_viha/board_of_directors

As an award winning employer, we offer an exceptional employer-paid benefits package including dental and prescription coverage, group life, long term disability and extensive extended health plan. ***Come be part of our future!***

Excellent health and care for everyone, everywhere, every time

www.viha.ca/careers

