

Senior Assistant Secretary (ELS-001-11 EM)



Position Type: Regular

Salary Range: The Bank offers a competitive total compensation package with starting salaries, based on qualifications, generally ranging between \$101,567 and \$126,959* (position grade 20).

**Where the Bank requires specialized skills, it may offer higher starting salaries to exceptional candidates.*

Take a Central Role at the Bank of Canada

Canada's central bank is the nation's pre-eminent macroeconomic policy institution. No other employer in the country offers you the unique opportunity to work at the very centre of Canada's economy, in an organization with significant impact on the economic and financial well-being of all Canadians. No matter what your area of expertise, you'll enjoy an open culture and a superior work environment that will challenge, energize and motivate you to excel. [More info](http://www.bankofcanada.ca/en/hr/index.html) <http://www.bankofcanada.ca/en/hr/index.html>

Job Summary

As the Senior Assistant Secretary, you report to and support the General Counsel and Corporate Secretary in managing the activities of the Bank's Board of Directors by planning and managing the meetings of the Board and its committees, and by participating in agenda setting, minute-preparation and follow-up activities. You require a high degree of self-direction and familiarity with management and Board processes, with the operational mandates of the various departments of the Bank and with how the Bank conducts business at the most senior levels. You interact independently with the Board, senior management and outside parties.

Central Responsibilities

- in conjunction with the General Counsel and Corporate Secretary, research new trends in the field of Board governance and recommend changes in procedures, practices and approaches to governance and Board management on an ongoing continuous-improvement basis
- plan and manage the processes by which issues are presented to the Board; ensure the overall ongoing identification, planning and tracking of issues considered by the Board, flag issues needing the Board's attention (for a heads-up, for consultation or for decision) and ensure that issues for discussion move forward in a timely manner
- take and prepare minutes for all Board and committee meetings for review by the General Counsel and Corporate Secretary
- liaise and interact with senior management and the Office of the Governor in order to set agendas and prepare for Board and committee meetings
- liaise with the Governor, the Senior Deputy Governor and with department heads to confirm or validate agenda items, to ensure clarity on issues and to discuss desired outcomes
- manage and maintain relationships with Board members in order to better perform required activities
- act as a two-way conduit of information and advice to and from directors to the General Counsel and Corporate Secretary
- plan off-site Board activities in conjunction with directors and relevant Bank staff as needed
- supervise Board Administrator
- in conjunction with the General Counsel and Corporate Secretary, interpret terms of reference for the Board and committees and advise on whether the Board or staff should be playing the decision-making role in specific situations
- maintain a network of contacts doing similar work in other organizations and Crown corporations in order to stay current on evolving Board management practices

Key Requirements

- a university degree
- a minimum of five years of recent professional experience in corporate secretarial board processes and procedures
- English and French essential

- linguistic requirement: fully functional – level 5 in second official language
- strong communication skills, both oral and written
- strong analytical skills; ability to quickly analyze, understand and synthesize complex issues or situations and to make sound and creative recommendations or decisions
- outstanding interpersonal, listening and negotiation skills, with the ability to communicate and maintain good relations with staff at all levels
- demonstrated ability to work independently and as an effective team member, to take initiative, to be proactive in anticipating and responding to Board needs, and to manage multiple and changing priorities; ability to work well under deadline pressure
- demonstrated ability to plan and manage projects in an environment requiring co-operation, coordination and flexibility to meet objectives

If you are a qualified candidate, please submit a detailed résumé and a covering letter, quoting the competition number, by 14 February 2011. We will also ask you to complete a mandatory questionnaire during the application process.

Contact Details: Apply online at [Bank of Canada.ca/Careers](http://www.bankofcanada.ca/en/hr/index.html) (http://www.bankofcanada.ca/en/hr/index.html)

*Note: Career opportunity information is also available in French at [Banque du Canada.ca/carrières](http://www.banqueducanada.ca/fr/rh/index.html) (http://www.banqueducanada.ca/fr/rh/index.html)

Notes

- Condition of employment: Candidate must be eligible for secret security status clearance.
- Relocation assistance may be provided, if required.
- We are committed to employment equity and we encourage applications from qualified men and women, including Aboriginal peoples, persons with disabilities and members of visible minorities.
- Only the candidates selected for an interview will be contacted.