

Corporate Secretary, 14 month term (maternity leave replacement)

Canadian Museum for Human Rights

Winnipeg, Manitoba, Canada

Overview

The Canadian Museum for Human Rights (CMHR), currently under construction in Winnipeg, Manitoba, is one of Canada's newest national museum and the first to be built outside of the National Capital Region. An "idea museum" with a strong focus on empowering people to change thought and action to create a world in which everyone is respected and valued, is seeking talented individuals who share their passion and commitment to join their team. Help build a world class museum that will enhance the public's understanding of human rights, promote respect for others and encourage reflection and dialogue.

Responsibilities

Provides corporate secretariat services to the Canadian Museum for Human Rights ("the Museum") and its Board of Trustees. Ensures that the Museum is in compliance with respective legislation and regulations, and keeps the Board of Trustees informed of their legal responsibilities. Coordinates responses to Parliament and public enquiries. Ensures compliance with the *Access to Information Act* and the *Privacy Act* and all related requests thereunder, and manages the recordkeeping program for the Museum. In conjunction with the Executive, coordinates the annual corporate and strategic planning process, including the development of the Corporate Plan. Acts as the liaison between the Museum and senior officials and key contacts within the government and other agencies.

Leadership

- Provides management, leadership and training staff and contractors, including the Corporate Records & ATIP Officer
- Supervise staff in accordance with company policies, procedures and Workplace Safety Regulations.
- Coordinate with Human Resources for appropriate staffing levels. Conduct interviews, make employee selection and assist in developing the schedule for on-boarding planning.
- Coach and provide career development advice to staff. Supervise and manage the staff's overall performance.
- Responsible for staff scheduling which would include: employee training, employee vacations, overtime approval, etc.
- Establish employee goals and conduct employee performance reviews. This would include approval on merit increases, salary adjustments upon promotion, authority to exercise discipline, etc.
- Leadership responsibilities include supervision of staff and volunteers; financial management; and representing the museum with the community and other museums.

Corporate Secretariat Services

- Establishes and maintains close and effective working relationships with the CEO and Board of Trustees to ensure they are kept effectively informed of relevant Museum activities and initiatives.
- Advises the CEO and Board Chair on matters related to the Board and matters of procedure and substance related to the conduct of Board meetings.
- Supervises and plans the Board of Trustees' internal and external meetings and activities. Coordinates logistics, attends meetings and prepares comprehensive minutes.
- Oversees the preparation and dissemination of Board briefing materials for meetings, highlighting major issues and implications.
- Researches, gathers and compiles critical information and prepares documentation, including lengthy and complex briefing notes, board motions, and correspondence.
- Maintains book of all minutes, by-laws, resolutions and other official, legal records for the Museum.
- Plans and manages the Board of Trustee budgets.
- Provides training and orientation to new Board members.
- Maintains clear communication with all members of the Board and the Museum's senior leadership team.

Corporate Governance

- Develops the Museum by-laws and provides information about and interpretation of the by-laws to the Board.
- Ensures that Board meetings are conducted according to the established rules of order, the *Museums Act* and other relevant legislation, Museum by-laws and Board-approved terms of reference.
- Provides guidance to the CEO and the Board of Trustees regarding ethical and political guidelines and situations.
- Ensures that the Board of Trustee's Code of Conduct is signed by all Board members and advisors and that any concerns are brought to the Board Chair's attention.
- Coordinates the development and maintenance of corporate policies and procedures to guide corporate decision making and promote consistency and accountability.
- Ensures liaison with external advisory experts, government departments (Privy Council Office, Canadian Heritage, Treasury Board Secretariat) and other central agencies.
- Ensures liaison with colleagues from other National Museums and Crown Corporations.

Coordination of Responses to Parliamentary and Public Enquiries and Compliance with the Access to Information and the Privacy Acts.

- Is designated as the Access to Information and Privacy Coordinator and manages the Museum's related activities, including coordination of responses to requests for access to information and/or to personal information.
- Provides advice to managers at all levels in the interpretation of the Access to Information Act and Privacy Act and ensures compliance with these acts.

- Prepares annual submissions to the Minister and submits to the Treasury Board Secretariat as required under the *Access to Information Act* and the *Privacy Act* and plans responses to external and national surveys.
- Prepares and coordinates briefs to and appearances before Parliamentary Committees; oversees responses to Parliamentary questions.

Strategic and Performance Planning

- Supports the CEO in structuring and reporting on his/her key and ongoing annual objectives and performance measures, which are brought to the Board for consideration and subsequent submission to the Minister of Canadian Heritage and Privy Council Office (PCO), in accordance with PCO's approved performance management guidelines for CEOs of Crown Corporations.
- Coordinates the preparation of the annual strategic plan by guiding the annual planning cycle with the Executive and coordinating collection and documentation of required information.
- Prepares the Corporate Plan and Corporate Plan Summary.

Records Management

- Develops and maintains a system to manage and account for the Corporation's records.
- Ensures compliance with Records Management policies and procedures.

Qualifications

Requirements for this position are as follows:

Skills and Knowledge – Required

- Education at the degree level in a related discipline (social sciences, public administration, humanities) and 6 to 8 years experience in the administration of a public organization, or an equivalent level of education and experience.
- Knowledge of government policy and program management processes, particularly in the cultural sector.
- Exposure to a governance structure, ideally through experience in a corporate secretariat or senior management role.
- Familiarity with the federal and provincial legislations, laws, rules and regulations to which the Museum is subject, including *Access to Information Act* and *Privacy Act*.
- Exposure to a corporate/business planning cycle and process.
- Proficiency with the Microsoft suite of products (Word, Excel, PowerPoint, Outlook) with particular aptitude for preparing and formatting notes, reports and documents.

Skills and Knowledge – Desired

- Superior communication skills which reveal a high proficiency and ability to work in both official languages, French and English, both oral and written
- Experience providing secretariat services to a Board of Trustees

- Comprehensive knowledge of federal departments (Privy Council Office, Department of Canadian Heritage, Treasury Board Secretariat, Office of the Auditor General)
- Experience leading or having input into an annual corporate/business planning process.
- Experience responding to Access to Information & Privacy requests and other public/parliamentary inquiries.
- Management experience within a complex and/or multidisciplinary institution
- Knowledge of and experience in arts and culture
- Legal experience and/or education is an asset

Working Conditions & Physical Demands

- Work is in an office environment. May require long periods at a desk, reading of lengthy documents, and time in front of a computer.
- Some travel required
- Job involves dealing with tight deadlines in a fast-paced and continually changing environment; however, there is high control over priorities

Application Procedure

Interested applicants should submit a letter of interest and a current resume through the museum's Career page at www.museumforhumanrights.ca. The closing date is May 13, 2013.

The CMHR encourages diversity in all aspects of its operations. If you are a person with a disability and require accommodation in order to successfully submit an application, please contact us at info@museumforhumanrights.ca to make your accommodation request.

All applicants will receive a confirmation of the receipt of their application. We thank all applicants for their interest, however, only those selected for an interview will be contacted.