

Position Title: Secretary of the Board

Company: National Energy Board

Location: Calgary, AB

Application Deadline: 18 July 2011

Description of Company:

In 2011, the National Energy Board was recognized as one of Canada's Top 100 Employers. This is an annual competition that recognizes the country's best places to work by Mediacorp Canada.

The National Energy Board (NEB or Board) is an independent federal agency established in 1959 by the Parliament of Canada to regulate international and interprovincial aspects of the oil, gas and electric utility industries. The purpose of the NEB is to regulate pipelines, energy development and trade in the Canadian public interest. These principles guide NEB staff to carry out and interpret the organization's regulatory responsibilities. The NEB is accountable to Parliament through the Minister of Natural Resources Canada.

Position Overview:

Official Language Proficiency:

Bilingual Imperative. The candidate must be bilingual in both official languages.

Education: Successful completion of a university degree from a recognized university in a field related to the NEB's mandate such as Economics, Environment, Law, Engineering or Commerce

Experience:

Significant experience in a senior executive capacity and/or in an executive advisory capacity to senior appointed officials of a federal, provincial or public department, agency or corporation linked to regulatory services management

Recent experience in resource budgeting, program planning and evaluation

Significant experience leading a team or teams

Significant experience with the mechanics (structure and processes) of regulatory programs

Note: For the purposes of this process, significant means several years of substantively more progressive employment requiring in-depth knowledge, complexity of responsibilities and corporate-wide breadth of contribution and impact.

Skills and Knowledge-Required

Management and Organizational Competencies:

Leadership & Teamwork – Facilitates solutions, empowers, encourages and enables other to act. Improves individual and organizational performance by setting clear objectives, coaching others, providing effective feedback and creating clear development plans. Pursues relevant

learning opportunities and contributes actively to knowledge networks. Supports the NEB's team environment. Develops and maintains respectful, cooperative and results oriented working relationships with internal and external clients. Cooperates with others in the greater interest of the organization.

Strategic Decision making, Action, & Resource Management – Translates strategic thinking into action. Anticipates consequences of actions and engages the organization in effective planning initiatives. Develops appropriate policies and strategies. Ensures utilization of internal and external resources. Plans, develops and manages systems to ensure available resources are properly deployed. Organizes and prioritizes corporate objectives to achieve business goals. Monitors progress and makes decisions within area of responsibility.

Accountability & Results Orientation – Clearly articulates objectives, accountabilities and expectations. Accepts responsibility and accountability for quality results. Honours our commitments. Clearly defines, analyzes and solves problems, resolves issues and gets results that effectively support NEB internal and external decisions. Reaches informed, practical decisions that achieve the NEB vision and goals and desired business results.

Communication

Communicates clearly, concisely, and effectively with co-workers and clients both verbally and in writing. Accurately conveys complex technical information.

NEB's Unique Regulatory Context – Understands the NEB's unique regulatory context, and applies this knowledge in recognizing, interpreting, and addressing issues in the public interest. Understands and takes into account the principle of natural justice in all internal and external dealings. Understands the Acts, Regulations and Standards administered by the NEB. Understands how external factors, including public concerns, the energy industry, and related technical aspects, influence NEB strategies to achieve its vision and goals.

Skills and Knowledge-Desired

- A post-graduate degree in a relevant discipline.
- Recent experience in establishing and maintaining strategic partnerships and networks with related, federal government, oil and gas industry clients and stakeholders to exchange information and to discuss/resolve issues.
- Recent experience working at a senior level in the oil and gas industry
- Significant experience with the mechanics (structure and processes) of the federal government at a high level

Duties/Responsibilities

Reporting to the Strategic Leader, Business Integration, the Secretary of the Board (Secretary) ensures that regulatory administrative duties related to the NEB's mandate are carried out to the highest standards expected of the Board. The Secretary is the official voice of the Board in terms of all regulatory correspondence and is responsible in the *National Energy Board Act* for certification of various regulatory documents. The position ensures the appropriate scheduling, organizing, and orderly agendas of Board meetings; is the custodian of decision minutes and

correspondence; and ensures the appropriate flow of documentation in support of the Board meetings.

The Secretary provides executive advice to the Chairman on Ministerial and other government matters and upcoming applications that may impact the Board's workload, on procedural options, and on scheduling the Board Members' workload. The Secretary deals regularly with sensitive matters proactively and creatively with the utmost discretion, resolving problems, and leading change in matters pertaining to regulatory effectiveness. Discretion and the ability to maintain confidences are essential requirements of the position.

The Secretary leads the Regulatory and Executive Services Team, which ensures the effective and efficient conduct of official proceedings and regulatory processes (both in and away from Calgary). The Secretary is also accountable for the administration of the Chairman, Vice-Chairman, and Board Members' working unit and directly supervises the Assistant Secretary, the Executive Support Advisor, and Assistant to the Secretary. The Secretary has functional (operational) oversight to the Access to Information Program and the Participant Funding Program. Further, the Secretary is the liaison for the Board to counterparts within NRCan and its portfolio member agencies. As the official voice of the NEB, the Secretary is the point of contact for all requests to meet with the Board Members. As a Team Leader, the Secretary is responsible for the development, coaching, and performance management of staff; budget planning, monitoring, and expenditure management (the Secretary manages the NEB Hearing budget); quality management of processes owned / administered by the Team; and all other leadership / management responsibilities required of Team Leaders.

Contact Details:

Visit the Board's website at <http://www.neb-one.gc.ca/clf-nsi/rthnb/crr/crr-eng.html#s2> or www.jobs.gc.ca or call Infotel at 1-800-645-5605 for more information on the position available and how to apply. For a job description please contact Bev Fletcher via email at beverley.fletcher@neb-one.gc.ca