



ROYAL COLLEGE

OF PHYSICIANS AND SURGEONS OF CANADA

The Royal College's mission is dedicated to excellence in specialty medical care, the highest standards in specialty medical education and life long learning, and the promotion of sound health policy. It is the national professional association for specialty medicine with more than 42,000 members in 87 countries.

Governance Analyst **Governance Unit, Office of the Chief Executive Officer**

As the successful candidate, you will report to the Governance Advisor and Secretary to Council and provide high-quality analytical and research services that focus on assessing and strengthening the governance practices of the Royal College.

By assessing relevant legislation and best practice literature, you will help ensure the Royal College's governance model is compliant, relevant and continuously improved by identifying, drafting and analyzing options for change. You will use your knowledge of governance and the not-for-profit charitable sector to run processes that help develop, improve or maintain components of the Royal College's governance model and its subsidiaries, such as the regular review and development of bylaws and committee terms of reference.

You will be responsible for supporting the coordination of several high profile governance committees and working groups through the development of pre and post meeting materials (i.e., drafting agendas, briefing notes, background papers, presentations, minutes and action lists). You will search, analyze and report on the Royal College's governance records for precedents and decision-making trends. You will acquire an in-depth understanding of the Royal College's governance documents (i.e., rules, regulations, resolutions, policies and processes) and be relied upon to provide your expert interpretation and guidance.

You are a skilled professional who has a strong interest and demonstrated commitment to the advancement and application of effective organizational policy development, decision-making and oversight. Your ability to accurately grasp and synthesize complex issues and a broad range of perspectives are instrumental in setting corporate record. You are a highly-organized, motivated, self-starter who has a very high level of attention to detail and use of judgement in managing variable workloads, tight deadlines and establishing priorities and project plans. You have superior interpersonal skills and ability to work effectively as a member of a small team.

As the successful candidate, you come to us with:

- a graduate university degree in Public or Business Administration, Humanities, Literature, History, Law or equivalent bachelor's degree;
- five years of directly-related experience, preferably in a governance role;
- experience in a health related organization is an asset;
- superior verbal and written skills in English;
- proficiency in several software applications including Microsoft Office programs, internet and database searches; and
- an ability to work in French is considered an asset, but is not required.

Working together for excellence in specialty medicine for healthy Canadians, the Royal College is a national, not-for-profit, equal-opportunity employer, offering a competitive salary and comprehensive benefits package and a stimulating, professional work environment that advocates for healthy work/life balance.

To apply for this exciting opportunity, please submit your résumé and a covering letter, quoting salary expectations, to the email address: careers@royalcollege.ca by Friday September 30, 2011. Please quote reference number JD 767 in the email subject line.

Royal College of Physicians and Surgeons of Canada
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We sincerely thank all applicants for their interest but will only contact those under consideration.