

## **Corporate Secretary (Bilingual)**

### **Canadian Museum for Human Rights**

Winnipeg, Manitoba, Canada

#### *Overview*

The Canadian Museum for Human Rights (CMHR), currently under construction in Winnipeg, Manitoba, is slated for completion in 2012. With opening planned for 2013, the CMHR is the first national museum to be established in over 40 years and the first national museum to be located outside the National Capital region. An “idea museum” with a strong focus on innovation, the CMHR seeks talented people who share our passion and commitment to creating 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 relevant legislation and regulations, and keeps the Board of Trustees informed of their legal responsibilities. Coordinates the annual Corporate Planning exercise. Ensures liaison between the Museum and senior officials or key contacts within Canadian Heritage and other federal agencies.

#### *Board Operations*

- 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
- Coordinates the development of Corporate Policies and Procedures and provides information about and interpretation of the Museum By-laws and Policies 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 Museum’s Code of Conduct is signed by all Board members and advisors and that any concerns are brought to the Board Chair’s attention.

#### *Compliance*

- Coordinates the development and submission of the key Corporate documents including the Museum’s Annual Report, the annual Corporate Plan and the Corporate Plan Summary.

- Coordinates the Museum's Access to Information and Privacy activities including responding to Access to Information and Privacy requests; preparing annual reports on Access to Information and Privacy and submitting these reports in accordance with the legislative requirements.
- Provides training and advice to managers at all levels in the interpretation of the Access to Information Act and Privacy Act
- Coordinates responses to Parliamentary Enquiries

#### *Liaison for external contacts*

- Ensures liaison with the Board and colleagues from other Crown Corporations, external advisory experts, government departments (Privy Council Office, Canadian Heritage, Treasury Board Secretariat, Office of the Auditor General, Office of the Ethics Commissioner) and other central agencies
- Maintains clear communication with all members of the Board and the Museum's senior leadership team

#### *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
- 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
- Superior communication skills which reveal a high proficiency and ability to work in both official languages, French and English, both oral and written
- 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*

- Comprehensive knowledge of federal departments (Privy Council Office, Department of Canadian Heritage, Treasury Board Secretariat, Office of the Auditor General)
- Knowledge of and experience in arts and culture
- Experience providing secretariat services to a Board of Trustees
- Management experience within a complex and/or multidisciplinary institution
- Legal experience and/or education is an asset

##### *Attributes*

- Good communication and interpersonal skills
- Strong organizational and time management skills with high attention to detail
- Ability to handle multiple tasks and priorities in a fast paced, deadline-driven environment

##### *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.humanrightsmuseum.ca](http://www.humanrightsmuseum.ca). The closing date is June 21, 2011.

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@humanrightsmuseum.ca](mailto:info@humanrightsmuseum.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.