

Governance Specialist
1 Full-Time, Permanent Position, Edmonton
Internal & External Posting

Deadline for applications: Opened until a suitable candidate is found.

The Organization:

The Health Sciences Association of Alberta is a progressive union representing approximately 30,000 paramedical, professional, and technical members. Our staff are committed to delivering high-quality services to our members. HSAA is an equal opportunity employer that celebrates diversity and is committed to creating an inclusive environment for all employees.

The Position:

HSAA is seeking a knowledgeable and detail-oriented **Governance Specialist** to support the effective governance of the Board of Directors, its committees, working groups, and local units. Reporting to the Executive Director, this out-of-scope position plays a vital role in enabling these bodies to fulfill their strategic, fiduciary, and oversight responsibilities through expert advice, sound governance practices, and effective administrative support.

The Governance Specialist is responsible for the development, implementation, and ongoing management of governance-related policies, procedures, and documentation—including the constitution, bylaws, terms of reference, and other foundational materials that support HSAA's governance framework.

As a trusted advisor to senior leadership and governance bodies, the Specialist ensures high standards of accuracy, transparency, and accountability in all governance activities. This role demands strong communication skills, political acuity, and the ability to navigate complex relationships and organizational dynamics.

What You Bring:

The ideal candidate is an experienced governance professional who thrives in a fast-paced environment and brings a strong understanding of board and committee operations, policy development, and governance frameworks. You possess excellent analytical and organizational skills, with the ability to deliver high-quality work while balancing multiple priorities.

You are a collaborative problem-solver who communicates clearly, works independently, and brings a proactive, solution-focused approach to governance.

The successful candidate will also have:

- A university degree or diploma in Political Science, Governance, Business Administration, or a related field.
- A minimum of five (5) years of experience supporting governance in a large or complex organization, or an equivalent combination of education and experience.

- Proven knowledge of board and committee governance, including agenda planning, minute-taking, policy management, and compliance.
- Professional governance certification (e.g., GPC.D, FCG/ACG) is preferred.
- Project management certification (e.g., PMP, CAPM) and experience are assets.
- Experience in a unionized or not-for-profit environment is considered an asset.
- Advanced proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams).

Your Core Competencies:

- *Creative Problem Solving.* You assess problems in new ways to achieve outcomes and solutions.
- *Drive for Results.* You maximize resources to achieve organization goals while maintaining accountability to each other and stakeholders.
- *Systems Thinking:* You understand broad perspectives and help others to see their role in achieving results.
- *Agility.* You anticipate and adapt to changing priorities and environments. You are resilient in times of uncertainty.
- *Develop Networks.* You build connections and trust in relationships.
- *Build Collaboration.* You lead and contribute to conditions that support teamwork, collaboration, consistency, and excellence.

What We Offer:

Competitive Compensation:	Commensurate with experience
Top Benefits:	100% employer paid benefits, flex spending account, and pension plan
Work-Life Balance:	35-hour work week
Learning & Development:	Internal and external training support

How to Apply:

Please submit your resume and cover letter by e-mail to Human Resources at recruitment@hsaa.ca. A cover letter is required, as written communication skills, accuracy and attention to detail are essential to this position. In your cover letter, please tell us how your skills and experience align with this position. Your cover letter will be reviewed as part of the recruitment process.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted.

Applications may be used to fill other current and future opportunities.