



Healthy Albertans.
Healthy Communities.
Together.



Board Office Advisor

Location: Calgary, Alberta, Canada

Requisition #: ALB00257489

Salary Range: \$28.20 - \$48.45 per hour

Application Deadline: February 11, 2022

Job Type: Regular Full Time

Your Opportunity:

Alberta Health Services (AHS) seeks an enthusiastic, independent, and attentive professional with exceptional communication skills to provide high-level administrative support as the Board Office Advisor to the Alberta Health Services' Board and the Alberta Precision Laboratories' Board and their committees. A team member within the Board Office and Legal & Privacy, and reporting to the Corporate Secretary and Legal Counsel, the Board Office Advisor is responsible for providing administrative and strategic communications and support to the boards and will function as a primary contact person for the Board members and committees.

You will manage board communications, coordinate Board meetings and appointments, and provide professional support to a wide range of key stakeholders including Board members, Executive staff, auditors, and members of the public. The Board Office is a tightknit administrative team comprised of four highly organized, collaborative and professional individuals to support the governance of AHS and APL. The AHS Board consists of 11 board members, with seven committees. The APL Board consists of three committees.

As Canada's first and largest province-wide, fully integrated health system, AHS delivers health services to over 4.4 million Albertans through over 110,000 employees. Among Canada's Top 100 Employers, Alberta's Top 75 Employers and a top employer for young people and diversity, AHS provides endless opportunities for professional development and comprehensive benefits, and is a supportive employer where you can truly thrive.

Description:

The Board Office Advisor oversees and provides administrative, secretarial, and communications support to the Alberta Health Services Board and the Alberta Public Laboratories Board. In this role, you will be responsible for the development and review of Board related documents, correspondences, presentations, meeting materials and minutes. You will organize and coordinate Board and committee meetings and appointments, attending and providing on-site support to public board and committee meetings. The Board Office Advisor must have flexibility to take on additional commitments outside of regular work schedules in order to manage workload and posting schedules.

In this role, the Board Office Advisor provides assistance and advice to Board members, executive leaders, auditors, members of the public, and other stakeholders on a variety of administrative matters. You will assist and advise Board members in a variety of ways, including analyzing information, identifying problems, and providing summaries and briefings. Working in close collaboration with various executive offices, you will be responsible for maintaining and

managing corporate records, and will ensure the timely and accurate processing of Board related documents. In addition, you will also administer and maintain the Board's online portal.

Required Qualifications:

A minimum of five years' experience in high-level, administrative support, with a minimum of three years' experience working with a Board of Directors and/or Board appointed committees.

Additional Required Qualifications:

Possesses the ability to multi-task, with strong organizational skills and attention to detail. Professional and of the highest integrity for the Board Office environment. Is reliable, self-motivated, flexible, focused, and proactive, with a positive attitude. Collaborative, and able to work with individuals at all levels. Ability to identify creative solutions that address time, budget, quality, with demonstrated skill in negotiation. Ability to exercise sound judgment in decision-making and discretion when dealing with highly confidential matters that require tact and diplomacy in an issues-driven environment. Possesses excellent interpersonal, writing, and verbal skills.

[Apply today and join our dynamic team!](#)