

Governance Advisor

LEGAL AFFAIRS & GENERAL COUNSEL

Closing Date: December 23, 2021

British Columbia Investment Management Corporation (“BCI”) is currently seeking a Governance Advisor to join our dynamic Legal Affairs Department.

WHAT YOU NEED TO KNOW

BCI manages a globally diversified portfolio of assets valued at \$199.6 billion and is one of Canada’s largest institutional investors. We invest globally to support pension funds and others for more than 30 clients based in British Columbia. We are proud to have been chosen as one of Canada’s Top 100 Employers and BC’s Top Employers. These national and provincial competitions recognize employers who offer exceptional workplaces for their employees.

WHO YOU WILL WORK WITH

You will work with the Legal Affairs team (13 lawyers, 4 paralegals, 5 support staff) in BCI’s Legal Affairs Department. The Legal Affairs Department provides in-house legal expertise and support to the Board, management, all investment classes, and each operational department to provide legal guidance to protect BCI’s investment and business interests.

WHAT YOU WILL BE DOING

Reporting to Counsel and Corporate Secretary, Legal Affairs, the main priority of the Governance Advisor is to support and advise on corporate secretarial work. The Governance Advisor maintains a very high degree of accuracy and attention to detail and is highly organized. Discretion is key to this role, as is the delivery of high-quality work in a timely manner, and the ability to work efficiently and effectively with a demanding workload. Working in a fast-paced, often complex, and highly confidential environment, the Governance Advisor adapts quickly to and works well under the frequent changes in the priorities/deadlines of the department and of BCI.

THE IDEAL CANDIDATE

Must have:

- Legal degree, law clerk or paralegal certificate or diploma from an accredited institution (or equivalent corporate records experience) and at least 2 years’ experience assisting a Corporate Secretary or providing Board support OR At least 5 years’ experience assisting a Corporate Secretary or providing Board support
- Knowledge working with governance software platforms (i.e., Diligent)
- Strong analytical and problem-solving skills
- Meticulous attention to detail, superb accuracy, and organizational ability (without losing sight of the big picture)
- Strong and accurate keyboarding (60+ WPM), writing, editing and word processing
- Ability to maintain positive long-term professional relationships with all parties
- Proven ability to manage high volume of priority work under competing deadlines, take initiative, work collaboratively as part of a team and be discreet with confidential information

- High work ethics, applying tact and diplomacy to all aspects of the role
- A calm demeanor under pressure and able to work with senior individuals

The following qualifications will be highly regarded:

- Policy drafting experience
- Knowledge working with ALF Corporate or similar corporate database

PRIMARY RESPONSIBILITIES

- Support Counsel and Corporate Secretary in providing strategic and administrative support to the BCI Board and its committees, including project support as required
- Oversee the administration of the governance software program, and be the main point of contact with the service provider
- Prepare draft meeting agendas, minutes, and board resolutions
- Collect and compile presentations and reports from internal teams and external presenters
- Track Director remuneration
- Manage the onboarding and offboarding process for Directors
- Contribute to the development of the Board and its committees annual work plans
- Contribute to the review of all Board governance documents
- Ensure proper record keeping by the Corporate Secretariat
- Respond in a timely fashion to requests for information from various parts of the organization or external parties
- Support Counsel and Corporate Secretary with internal governance document reviews, liaise with internal parties during the review process, and track the review status of internal governance documents

WHY WORK AT BCI?

BCI is one of Canada's Top 100 Employers and has built programs and benefits to support our employees. As an employee of BCI you will have access to benefits such as:

- Extended health and dental coverage
- 20 days vacation per year
- Participation in our defined benefit pension plan
- 1-day paid for volunteering
- Various wellness benefits

We will support your professional growth by providing world class learning and development programs. You will receive the mentoring, coaching, and training to set you up for success.

At BCI, the health and safety of our people is a top priority. That is why all offers of employment in Canada are contingent on the candidate being fully vaccinated against COVID-19. Individuals with medical issues or sincerely held religious beliefs or practices that prevent them from getting the vaccine may request an accommodation to this requirement.

Please note: This role is in our Victoria-based office.

APPLY NOW: https://bci.wd10.myworkdayjobs.com/en-US/BCI_Careers/job/Victoria-BC/Governance-Advisor_JR100070

Interested in joining our team and want to learn of other career opportunities with BCI? Create a profile and sign up for job alerts at https://bci.wd10.myworkdayjobs.com/BCI_Careers