



Governance Officer

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Status: Full time, Permanent

Location: Ottawa/Toronto, ON

Closing date: January 23, 2023

Salary range: \$72,895 - \$83,783 per year

CADTH is Canada's drug and health technology agency. We're a not-for-profit organization headquartered in Ottawa, with a satellite office in Toronto. We're funded by Canada's federal, provincial, and territorial governments to provide independent information and advice to the country's publicly funded health care systems. Health administrators and policy experts rely on CADTH to inform their decisions about the funding and appropriate use of the drugs, devices, and services used to prevent, diagnose, and treat medical conditions.

Most of CADTH employees participate in a hybrid workspace arrangement that allows for flexibility and enhanced work-life balance. CADTH believes in the positive impact of in-person collaboration and the importance of team building. With that, CADTH gives preference to qualified candidates who live near our offices and can participate in a hybrid arrangement. We welcome individuals outside of these regions to apply as fully remote arrangements may be considered in certain circumstances.

Primary Focus

The Governance Officer is accountable for advancing governance best practices throughout the organization which includes developing and maintaining governance guiding documents, contributing to the implementation and ongoing success of governance-related corporate initiatives, facilitating the effective recruitment of Board and committee members, contributing to business and operational planning, and helping to execute the corporate priority-setting process.

On any given day, the Governance Officer will:

- Prepare annual work plans, meeting agendas, and written records of all meetings for the Board and Board committees to ensure their responsibilities are fulfilled
- In collaboration with the Governance Assistant, Communications staff and others, develop the Board and Committee nominations materials, conduct screening of nominees, prepare agendas and meeting materials for the CADTH nominating committee and develop content for a common committee orientation module and the Board orientation
- Develop and execute succession plans for Board and Committee Officer roles
- Lead the development of content for, delivery of, and evaluation of the onboarding process for new Directors of the Board
- Lead annual self-assessment activities and the process for evaluation of meeting effectiveness for the Board, Board committees, and advisory and expert committees
- Assist CADTH teams/colleagues in the design and delivery of onboarding programs for new expert and advisory committee members
- Contribute to the development and revision of foundational governance materials and review process, such as terms of reference, code of conduct, etc.
- Keep apprised of relevant changes in legislation, and evolving governance best practice and reflect these as appropriate in the governance guiding documents
- Develop and maintain a central inventory of all CADTH corporate policies along with standardized templates and instructions
- Contribute to the development and revision of corporate policies to reflect governance best practice and operational requirements and act as a resource to other programs when developing and updating corporate policies



Job Posting

- Identify opportunities, issues, and challenges from a governance perspective as a member of various internal working groups
- On occasion, assist the Corporate Risk Advisor by participating in corporate processes and activities related to procedural reviews, assessment, and mitigation of conflict of interest, information management, risk assessment, etc.
- In collaboration with the Manager, Performance Measurement group and others prepare reports and progress updates, and draft content of the plans based on input from the leadership team

Is this the right role for you?

The Governance Officer will likely have:

- Completion of post-secondary education in a related field coupled with no fewer than five years of experience working in the not-for-profit sector in a similar role. An equivalent combination of education and relevant experience may be considered.
- Strong knowledge of governance good practice and ESG
- Strong interpersonal and networking skills combined with excellent written and oral communication capabilities
- Excellent organizational skills and attention to detail
- An understanding of the not-for-profit sector, the structure and decision-making processes of the Canadian health care system, and the positions of CADTH stakeholder groups
- Analytical, systems and critical thinking abilities, strategic insight, and solutions orientation
- A can-do attitude combined with the ability to anticipate needs, adapt to changing priorities, work under pressure and handle confidential matters with discretion
- Demonstrated ability to work independently and take initiative
- Experience with development of corporate policies
- Experience working with Boards of Directors and committees; and
- Strong MS Word, Outlook, PowerPoint, and Excel.

What Will Set You Apart?

- Fluency in French

To apply for this position, visit the Careers section of our website at www.cadth.ca/careers. Your resumé must clearly identify how your skills and experience relate to the requirements of this role. Applications for this opportunity may be used for future staffing vacancies. We thank all candidates for your interest, however only those selected for further consideration will be contacted. Please continue to visit our website for new opportunities.

CADTH embraces and promotes the principles of inclusion, diversity, equity, and accessibility. We welcome and encourage applications from all qualified candidates, including women, Indigenous peoples and other persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. We also provide accommodation during all phases of the recruitment process. If you require any accommodation or have any questions, please contact [hrinbox@cadth.ca](mailto:hinbox@cadth.ca). We will work with you to meet your needs.

Please note that successful candidates will be required to undergo a confidential pre-employment background check which may include criminal and credit verifications as a condition of employment.

Candidates must be legally eligible to work in Canada. CADTH regrets that it is unable to sponsor employment visas at this time.