



***Crown Investments Corporation of Saskatchewan (CIC) is the holding company for Saskatchewan's commercial Crown corporations.***

***The Crown Services Division provides leadership on governance and human resources management to CIC, the CIC Board of Directors, the Crown corporations, and their boards. Units within the division include Legal, Crown Governance, and Human Resources. Specifically, the division provides:***

- ***legal advisory services to CIC, small subsidiary Crown corporations and the CIC Board,***
- ***CIC corporate human resource strategy and functions,***
- ***oversight of Crown sector human resource policies and programs, and***
- ***development and management of leading practices in governance for the CIC and Crown corporation boards.***

## **Governance Officer**

Reporting to the Executive Director, Crown Governance, this position is part of a team that ensures the Saskatchewan Crown sector upholds leading practices in board governance and is well positioned to advance corporate and shareholder priorities. This position offers an opportunity for meaningful and challenging work in an encouraging and dynamic environment that promotes trust, excellence, leadership, and teamwork.

This position will:

- Facilitate effective functioning of Crown boards and their committees by providing centralized corporate governance services.
- Attend assigned Crown board and committee meetings; produce and distribute agendas and meeting minutes (including business arising), liaise with board members, record and convey actions and directives and complete special projects as required.
- Participate in the strategic relationship between CIC and its subsidiary Crown corporations' boards, ensuring clear communication, effective information sharing, and understanding of shareholder expectations.
- Provide expertise, advice and recommendations related to a broad range of corporate governance and board issues, including compliance with CIC subsidiary Crown policies, directives and processes.
- Research and analyze trends in corporate governance and recommend, develop, and support implementation of policies and practices consistent with best practices in the public and private sector. Subject areas include, but are not limited to, board composition, governance disclosure, and conflict of interest.
- Develop and implement guidelines, criteria and instruments to evaluate and enhance board performance.
- Design and coordinate training and professional development opportunities for board members.
- Prepare board material that ensures compliance with legislation and policies.
- Contribute to a corporate culture of trust, collaboration, information sharing, and excellence.

Qualifications and skills requirements include:

- Confident and skilled communicator capable of building strong relationships and working with executive management and board members.
- Ability to work independently in a collaborative environment and as part of a team, valuing the perspectives of others.
- Demonstrated ability to understand complex corporate and business issues and strategies and to convey those concepts clearly and concisely to appropriate stakeholders.
- Proactive strategic thinker with a continuous improvement mindset.
- Organized and able to adapt to changing priorities while continuing to pursue key objectives.
- Results-oriented with a commitment to client service.
- Creative problem solver with excellent judgement.
- Working knowledge of rules respecting the conduct of meetings.
- A bachelor's degree in business, commerce, law, or a related discipline, supplemented with experience in a governance role.
- A professional governance designation (e.g., Chartered Director (C.Dir), Institute of Corporate Directors Director (ICD.D), Governance Professionals of Canada designation (GCP.D) and/or experience as a corporate secretary is an asset.
- Experience in or knowledge of the public sector in Saskatchewan, including its decision-making processes and Crown corporation structures, is an asset.

The successful candidate shall be subject to an Employment Screening Check as a condition of employment.

**Position Details:**

Number of Positions Available: one (1)

Posting Type: Permanent Full-Time

**Position Location:**

Regina, Saskatchewan

**Salary Range:**

Level 7 - \$92,265 - \$110,723/annum

Salary will be commensurate with the candidate's knowledge, competence, and experience.

**Hours of Work:**

Monday to Friday - 38.75 hour work week

**Closing Date:** January 28, 2024

**How to Apply:** Resumes should be forwarded in confidence to [careers@cicorp.sk.ca](mailto:careers@cicorp.sk.ca).

*CIC values workplace diversity.*

*CIC would like to thank all applicants for their interest and wish to inform that only those selected for further consideration will be contacted.*