



## Governance Officer

**Governance Officer**

**Full Time, regular**

**Location: Ottawa/Toronto, ON**

**Closing date: September 9, 2022**

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When Canada’s health care decision-makers want to know what the evidence says, they ask CADTH, Canada’s drug and health technology agency. CADTH was established by Canada’s federal, provincial, and territorial governments to be a trusted source of independent information and advice for the country’s publicly funded health care systems. Health administrators and policy experts rely on CADTH to help inform their decisions about the life cycle management of drugs, devices, and services used to prevent, diagnose, and treat medical conditions.

CADTH has offices in Ottawa and Toronto and most of our employees participate in a hybrid workspace arrangement (home and in office) 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. As such, CADTH gives preference to qualified candidates who live near our offices and can participate in a hybrid arrangement. We do understand that from time-to-time exceptional talent may not live near our offices and therefore encourage applicants from across Canada to apply.

### 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.

#### Assets

- Fluency in French

To apply for this position, visit the Careers section of our website at [www.cadth.ca/careers](http://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 is committed to an equitable and inclusive workplace that embraces the full spectrum of humanity so that everyone may reach their greatest potential. In addition to meeting the noted role requirements, CADTH values Lived experience as a member of Indigenous, Black and/or People of Colour communities and/or as a Person with Disabilities, or member of other equity groups and a demonstrated understanding of the value of diversity and inclusion in the workplace.

CADTH is committed to accommodating people with disabilities. If you require any accommodations or have any questions, please contact [hrinbox@cadth.ca](mailto:hrinbox@cadth.ca). We will work with you to meet your needs.