

Senior Advisor, Strategic Planning, Policy and Issues Management

Division:	Corporate Division, Ontario Clean Water Agency
Location:	2085 Hurontario Street, Mississauga, ON
Job Term:	(1) Permanent
Job Code:	7A008
Salary:	\$81,401 - \$118,313 per annum
Posting Status:	OPEN
File No:	OCWA-51-23-CEO
Job ID:	195928

The Ontario Clean Water Agency (OCWA) believes in Our Communities, Our Environment and Our People. As a trusted partner to municipalities, First Nations communities, businesses, governments and institutions across Ontario, we provide our clients with total solutions in water and wastewater. We are dedicated to working closely with our clients to help them build healthy sustainable communities and organizations and provide safe and reliable drinking water to thousands of Ontarians each day.

Are you looking for an opportunity to support OCWA Board of Directors as the Board Secretary, while working closely with the CEO to coordinate the implementation of OCWA's corporate strategic and business planning processes for OCWA. We are seeking a highly organized and efficient individual to join our team.

Consider joining the Ontario Clean Water Agency's strategic advisor and board secretary, where you will provide strategic planning, risk management, issues management, policy, communications and governance advice, analysis, expertise, guidance and recommendations to OCWA executives, the Board of Directors, and senior management to support corporate decision making. You will be responsible for providing administrative support to our Board of Directors and executive management team. The ideal candidate will have excellent communication skills, be detail-oriented, and able to manage multiple priorities in a fast-paced environment.

What can I expect to do in this role?

Reporting to the President and CEO, in this role you will:

- Act as secretary to the Board of Directors and standing and special committees of the Board, including taking minutes and maintaining and following up on meeting decisions and outcomes.
- Lead OCWA's corporate strategic planning initiatives and the annual strategic and business planning process across all divisions to identify and document OCWA's long term business objectives and program requirements for future fiscal years.
- Prepare the Agency's long-term (10 year) Strategic Plan for review and approval by the Agency's Executive Management Team and Board of Directors.
- Work with the President and CEO and the Executive Vice President and General Counsel to develop and implement the Agency's annual Strategic Planning session with the Board of Directors and Executive Management Team.
- Conduct research and analysis and supports the Executive Vice President and General Counsel in designing, developing, and establishing OCWA governance models, systems and processes and negotiating accountability and service level agreements with the Ministry of the Environment, Conservation and Parks.
- Research and prepare briefings and presentations for the Board of Directors and standing and special committees of the Board on behalf of the President and CEO and the Executive Vice President and General Counsel.

How do I qualify?

Business and Technical Knowledge

- You have extensive knowledge of and experience in corporate governance principles/practices and government accountability and decision making framework and policies to develop and update governance models and processes and to negotiate accountability and service level agreements with Ministries and to coordinate approvals for submissions
- You have strong strategic and business planning and analysis theory, principles, practices and methods to lead the agency's corporate strategic and business planning processes; coordinate the development of the agency's strategic plan and annual business plan
- You have strong leadership skills to manage the design, development and implementation of the corporate strategic/business planning framework, procedures, guidelines and standards, and provide strategic/business planning expertise and advice to agency executives, senior management and Board of Directors.
- You have comprehensive knowledge of strategic/business risk assessment and management principles, practices and methods to conduct strategic, business and political risk management analysis, develop risk mitigation and management strategies, and lead the development and implementation of the agency's risk management plan.

Communication and Relationship Management

- You have superior presentation and briefing skills to inform all levels of management and staff on business planning, risk management, policy, governance and issues management as well as promote business and strategic initiatives to executives and internal/external stakeholders
- You have superior relationship development skills to build and lead effective partnerships and linkages with OCWA's executives, senior management, Board of Directors, committees and other Ministries to lead the development of OCWA's corporate strategic and business plans
- You have proven ability to initiate and maintain strong and collaborative working relationships and build network with internal and external stakeholders
- You have oral communications skills and techniques to lead and represent the agency or provincial position on policy consultations and negotiations
- You can use written communication skills and techniques to coordinate, prepare and present reports, corporate strategic business plans, briefing notes, process recommendations, and issues analyses to senior management

Analytical and Problem Solving Skills

- You possess analytical and problem solving skills to identify and assess the risk and impact to OCWA's strategic and business planning policies, plans and processes to determine strategies to incorporate best practices and innovative solutions to support achievement of corporate strategic goals and business growth
- You can lead the research, identification and analysis of strategic, business, client relationship and political issues, risks and threats with potential impact on OCWA's objectives.
- You have political acuity and strategic thinking skills to develop innovative and strategic solutions to the agency's corporate strategic and business planning and management challenges.

Project Management Skills

- You know project management techniques and principles to plan and manage options, impact analyses, and policy review and development processes
- You can plan, conceptualize, organize, implement, monitor and complete projects and effective alternatives and solutions to issues management
- You can effectively use project resource and achieve program deliverables
- You can manage competing priorities and develop critical and work plans to complete time sensitive files

The OPS/OCWA Commitment to diversity, inclusion, accessibility, and anti- racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](#). Refer to the application instructions below if you require a disability-related accommodation.

What's in it for you?

- Flexible learning and development opportunities.
- Opportunities for career advancement and specialization with the largest provider of water and wastewater services in Ontario.
- Work with the partner of choice for more communities than any other water and wastewater service organization in Ontario for over 25 years.
- Work with an organization committed to innovation and advanced technology.
- A defined benefit pension plan; Comprehensive Health Plan; Life and Disability Insurance.
- Maternity and parental leave top-up benefits including for adoptive parents.

How to Apply

- You must apply by e-mail and the job competition quoted in the subject line.
- You must show how you meet what we are looking for clearly, completely and concisely; we rely on the information you provide to us.
- OPS employees are required to quote their WIN EMPLOYEE ID number when applying.

Send application/resume with covering letter (PDF format preferred) saved as JOB ID – First Last Name to:

Ontario Clean Water Agency
Hiring Manager: Alicia Fraser
Attention: Sabina Bozzi
Email: sbozzi@ocwa.com

Posting Date: February 27, 2023

Closing Date: March 13, 2023

**Ontario Clean Water Agency is an inclusive employer.
We will accommodate your needs under the Ontario Human Rights Code**

The Ontario Clean Water Agency is an agency of the Province of Ontario, reporting to the Ministry of the Environment, Conservation and Parks. As the largest provider of water and wastewater services in Canada, we manage over 800 facilities from small well systems and lagoons to large water and wastewater treatment plants. Consider this opportunity if you are a motivated, team oriented individual seeking a career in the water and wastewater industry.

Note: Thank you for your interest, we will contact you only if we choose you for further screening or an interview.

