



Executive Secretary (Governance)

Competition 22-62
Internal and External

The Professional Institute of the Public Service of Canada, a national union representing some 65,000 professionals and scientists throughout Canada, requires an **Executive Secretary (Governance)** for its National Office.

Under the direction of the Board of Directors with supervision by the President, the Executive Secretary is responsible for the interpretation and implementation of the Institute's legislation and by-laws as well as Board policies and procedures.

The Executive Secretary provides strategic guidance and support to the Board of Directors with the objective of ensuring sound Board governance practice, for the effective operation of the Institute's system of governance.

PIPSC/IPFPC is committed to building an inclusive workplace where diversity of thought – and of people – are recognized, valued, and considered essential to achieving our goals and objectives. We are making concerted efforts to foster a workforce that is representative of our diverse membership.

Why work with us? Here are our benefits:

- Permanent Full-time (35 hours per week)
- Salary Range: \$118,327 to \$147,908 (G9)
- Group Benefits (Health, Dental, Life Insurance, Disability Insurance)
- Pension Plan
- Vacation (4 weeks/year) and other generous paid leave

Language Requirements:

- Fluency in both official languages (French and English) is required

What can I expect to do in this role?

Major responsibilities include:

- Supporting the work of the Board of Directors, related committees, and constituent bodies, including providing advice and improving upon Institute governance. Acts as staff resource to Board committees; counsels policy makers on Institute policies related to governance, by-laws, regulations, practices, and procedures of the Board.
 - Collaborates with the Institute's elected leadership, Executive Director and senior management in the ongoing development of policy and strategic positions and acts as an Officer of the Institute.
 - Oversees the resources to the 250 Tremblay Road National Office Corporation and the Professional Institute's Legacy Foundation and provides advice and guidance, in accordance with by-laws and other legal requirements.
 - Conducting research and applying working knowledge of the Institute's policies and
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procedures to create and draft reports and papers as required for submission to the Board at meetings, presentations, etc.

- Oversee the accuracy and quality of all corporate records, board proceedings, and related entities for such meetings of the Board or related committee meetings, as directed by the President. Maintains and ensures appropriate application and control of all significant Board and committee documents and records.
- Ensuring the timely and appropriate flow of communication and information between the Board and Board Committees, standing and ad hoc committees, between Board and Board Committees, standing and ad hoc committees between the Board and the staff operations of the Institute with relevant communications to members as appropriate.
- Oversee and manage the general meetings and annual general meeting, including coordinating proposed by-law changes or developments, resolutions, nominations, and any other matters related to the meeting.
- Engage with appropriate internal and external legal authorities to ensure the proper application of Institute regulatory and legal requirements for the Board and related committees and constituent bodies.
- Supervise and manage staff by assigning work and ensuring appropriate performance standards.
- Participate in multi-disciplinary teams assigned to special projects and work collaboratively with employees in other sections.

How do I qualify?

We are looking for a highly skilled candidate with these qualifications:

- Completion of a college diploma or university degree in business administration or non-profit leadership or management or a related discipline.
- Five (5) to eight (8) years of progressive and related experience in labour relations, or an equivalent combination of education and experience.

Required Knowledge, Skills and Abilities:

- Demonstrated ability to work collaboratively with elected officials, members, staff, internal and external clients.
- Ability to establish and maintain networks and partnership with elected officials and senior management.
- Experience in managing conflict and/or dispute resolution methods.
- Experience in managing and maintaining sensitive materials and matters by identifying and implementing appropriate safeguards.
- Experience in supporting a Board of Directors and related committees in accordance with the Canada Not for Profit Act.
- Experience as recording secretary to a Board of Directors or committees.
- Experience reviewing, updating, and applying organizational constitutions, by-laws and governance related documents.
- Experience conducting and analyzing research to prepare reports, memorandums, briefing notes and support materials for senior management or board members.
- Knowledge of the Canada Not for Profit Act and legislation or regulations related to non-profits in Canada.
- A thorough knowledge of the authorities governing employer / employee relations in the federal public service and other jurisdictions.

- An extensive knowledge and understanding of the operations of the Professional Institute as they relate to the provision of collective bargaining and representational service to members.

How to apply:

Please submit a **cover letter** and **resume** to competition **22/62**, highlighting why you are a good fit for this position to staffingofficer@pipsc.ca, by **4:00 p.m., December 16, 2022**.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

We encourage applications for this opportunity from Indigenous Peoples, women, people living with disabilities, persons of all races, ethnicities, religions, abilities, sexual orientations, and gender identities and expressions.

We are committed to providing an inclusive, psychologically safe, harassment-free, and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of this process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

COVID-19: Vaccination remains the most effective tool to reduce the risk of COVID-19. The Institute is committed to ensuring the health and safety of our employees in the workplace, and therefore may require proof of vaccination for all of our employees unless a valid accommodation under legislation exists.