

**Come Build a Career At SHEPP**  
**Senior Governance Specialist**  
(Permanent/Full-Time Position)

Established in 1962, SHEPP is a multi-employer, defined benefit pension plan which serves the healthcare industry in Saskatchewan. With over 60,000 members and almost \$9 billion in assets, SHEPP is the largest defined benefit pension plan in the province. We strive to deliver professional pension administration services through a team of passionate, qualified and dedicated individuals. We believe in the organisation's culture and positively impact it every day. We are committed to serving the best interests of our members by delivering a consistent experience to all stakeholders, that is guided by our service standards. We provide our employees a valuable work experience, a competitive compensation package and the opportunity to integrate work and life in a healthy and effective way.

Reporting to the Executive Director of Governance and Strategic Planning, the Senior Governance Specialist is accountable for the effective management of Plan governance, policies, practices and procedures and provides corporate secretarial support to the Board of Trustees (Board) and Partner Committees (Partners). The Senior Governance Specialist plays a key role in planning and executing Board and Partner Committee meetings, corporate records management, developing reports and coordinating quality meeting materials with management across the organisation. The Senior Governance Specialist also facilitates key stakeholder relationships and is responsible for the ongoing development and management of the Board/Partner secure portals.

Qualified candidates will possess a post-secondary degree in Public Administration, Business Administration, Political Science, Law, Communications or a related field, supplemented by five or more years in a relevant role. An equivalent combination of education and experience will be considered, however, experience in a governance or corporate secretary position within a major pension plan administrator or financial institution is considered an asset. A professional designation including GPC.D or ICD.D is considered beneficial.

To succeed in this position, you will have knowledge of corporate governance guidelines and a high level of professionalism demonstrated by the ability to escalate important issues with solid recommendations. In addition, you will demonstrate excellent judgement in dealing with sensitive governance matters, have strong written and verbal communication skills the ability to collaborate with all levels of the organisation, as well as are proficient in the Microsoft Office suite.

Salary Range: \$90,817 to \$113,521 (based on qualifications and skills)

Please submit your resume no later than Wednesday, January 12, 2022 to:

Courtney Gaudet  
Manager of Employee Experience & Communications  
Saskatchewan Healthcare Employees' Pension Plan  
102-4581 Parliament Avenue  
Regina, SK S4W 0G3  
Fax: 306.751.8301  
E-mail: [cgaudet@shepp.ca](mailto:cgaudet@shepp.ca)