



Board Liaison

2100 Bovaird Drive East, Brampton, Canada

Full-time

Program: ADMINISTRATION

Union Group: Non Union - Professional Technical

Employment Type: Full Time

Schedule: Days - On-site First (Hybrid)

Contract Type: Permanent

Company Description

One of Canada's Best Diversity Employers and Greater Toronto's Top Employers for many consecutive years, William Osler Health System (Osler) provides a safe and supportive health care network to grow your career. Osler is nationally recognized for its commitment to patient safety and is Accredited with Exemplary Standing, the highest rating a Canadian hospital can receive. As a major Ontario hospital system, and home to some of the biggest specialty and emergency departments in the country, Osler serves the 1.3 million residents of Brampton, Etobicoke and surrounding communities. We are proud to offer you incredible exposure to best-in-class health care delivery and challenging hands-on opportunities to stay at the top of your game.

A hospital system built for and by the community, we continue to expand our services to meet the needs of a growing population, creating opportunities for increased hands-on skills development, cross-department training and promotional opportunities. Guided by our accomplished senior leadership team, together we are driving our vision of patient-inspired health care without boundaries.

At Osler, we invest in careers that go beyond where health care professionals like you can achieve their goals and find deep personal and professional fulfillment. Join our team today!

Job Description

The Board Liaison plays a critical role within the Board Relations portfolio, directly supporting the daily activities of Osler's Board Office.

Reporting to the Director, Board Relations, the Board Liaison is responsible for coordinating and supporting the work of Osler's Board of Directors and Board committees as directed.

This position requires an individual with experience in Board Governance, including direct Board member support, bylaw review, and preparation of minutes, as well as strong skills in critical thinking, organization and time management, verbal and written communications, presentations, research and coordination – as well as an appetite for learning.

To excel, this individual must be nimble, flexible and embrace opportunities to get involved with initiatives related to all aspects of the portfolio.

Accountabilities:

- Ensuring that the requirements set out in the hospital bylaws and Board policies are adhered to
- Assisting in the drafting and dissemination of Board-related materials including but not limited to: agendas, minutes, annual work plans, presentations, action lists, briefing notes, etc.
- Managing and scheduling of Board and committee meetings
- Maintaining Board records including, terms of office, attestations, corporate records, etc.
- Supporting the day-to-day operations of the Board Office

Qualifications

- Bachelor's degree in a relevant discipline (public administration, business administration, health administration) or equivalent education/experience required
- Three to five years experience working at a senior level with Boards and committees; experience working in health care or a highly-regulated business environment is preferred
- Ability to communicate effectively with various levels of staff within the organization and external groups in writing and verbally
- Possesses excellent interpersonal and communication skills, works collaboratively and is proactive and solutions-driven
- Demonstrates a high level of discretion and tact when handling confidential information
- Has a high attention to detail with strong organizational skills to ensure processes are in place to meet the needs of Osler's Board and its executive team with respect to workflow, schedules, reporting, etc.
- Possesses excellent time-management skills with ability to work under pressure to meet varying deadlines, while maintaining a positive, solutions-focused and team-driven approach
- Must be comfortable working with Microsoft Office suite of products (intermediate level) and have prior experience working with software applications such as SharePoint, Adobe and Zoom; knowledge of good database/records management practices is strongly preferred

Additional Information

Hours: Currently days, eight hour shifts Monday to Friday (subject to change in accordance with operational requirements)

Application deadline: May 10, 2023

Osler values inclusivity and diversity in the workplace. We welcome and encourage applicants from diverse backgrounds. We are committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act. If you require an accommodation at any stage of the recruitment process, please notify Human Resources at human.resources@williamoslerhs.ca.

While we thank all applicants, only those selected for an interview will be contacted. Any information obtained during the course of recruitment will be used for employment recruitment purposes only, and not for any other purpose.