

Assistant Corporate Secretary

Your passion lies in making a difference. By moving beyond the expected, you help make our world a better place. These are values we respect and seek out in employees. As the demand for electricity grows, so does our need for more bright minds to join our team. Together, we can build our community, foster conservation and deliver clean, reliable energy solutions for today, tomorrow and generations to come.

The Assistant Corporate Secretary works with and supports the Corporate Secretary and others in the Corporate Secretary's Office to meet the overall needs of the Board of Directors of BC Hydro and its two active subsidiaries.

DUTIES: The successful candidate:

- Deals directly and extensively with the Chair, Directors, the Chief Executive Officer and senior BC Hydro Management and will be a key participant in planning and service delivery for the Boards and their Committees
- Manages and implements the annual plan of Board activities. This will require an in depth knowledge of the strategic plan of the corporation(s), the roles of various individuals in delivering on that plan, expectations and points of sensitivity with Government and with individual Directors, the history and evolution of particular items which are before the Board and the requirements of the BC Hydro Corporate Governance Manual in particular and the dictates of corporate governance principles in general
- Organizes meetings, prepares Board and Committee materials and acts as Corporate Secretary at various meetings by recording minutes, drafting resolutions, determining appropriate process questions, understanding any conflicts of interest that might arise and how they can be best dealt with, advising on levels of authority or delegated authority possessed by a committee or body, etc.
- Serves as an authorized signing officer and custodian for the Corporation's corporate and historical records, meeting minutes and related Board information and provides technical leadership to others in the Corporate Secretary's Office and senior management stakeholders.

QUALIFICATIONS: The successful candidate will have:

- An undergraduate degree in law, business or related program
- A minimum of five years business experience
- Knowledge of and experience dealing with Corporate governance issues
- Experience with Board meeting procedures and exposure to general corporate law desirable
- A strong technical background with various computer software programs and proficiency in Outlook, Word, Excel and PowerPoint
- Demonstrated integrity and ethical leadership, be detail oriented, flexible, creative and have the ability to maintain a sense of humour and balance in stressful situations
- Well developed leadership characteristics, such as being able to relate well to all kinds of people, the ability to make a positive first impression and build solid relationships through key stakeholder engagement
- Good organizational skills, be resourceful, effective and efficient at marshalling multiple resources to get things done.

Interested candidates should submit their applications online at www.bchydro.com/careers (Job Number:604151) by June 11, 2009.

At BC Hydro, our vision ***For Generations*** is about working together to make a difference for the future of all British Columbians. To achieve this goal, we live by our five core values of Safety, Integrity, Service, Accountability and Teamwork.

Safety - we integrate safety into everything we do

Integrity - we are fair, honest, open and straightforward

Service - we seek solutions and build relationships

Accountability - we take responsibility for our actions

Teamwork - we work together to achieve results

If you share our values and are ready to join a great team, we'd love to hear from you!

BC Hydro is an equal opportunity employer.