



**Competition:** 18-60, Plan Board Specialist, MSRP and JPP  
**Position Type:** Full-time, Permanent (Union) INTERNAL/EXTERNAL Posting  
**Classification:** Technical Professional II  
**Salary Range:** \$61,977.00 - \$74,749.00  
**Closing Date:** Open until suitable candidate is found

**The Supplementary Retirement Plan (SRP) for Public Service Managers is a Retirement Compensation Arrangement (RCA) and a defined benefit pension plan, similar to Management Employees Pension Plan (MEPP). It provides additional pension benefits for MEPP members whose annual salaries exceed the salary cap. The Provincial Judges and Masters in Chambers Registered Pension Plan (Judges Registered Pension Plan) and the Provincial Judges and Masters in Chambers Unregistered Pension Plan (Judges Unregistered Pension Plan) are, in combination, referred to as the "Judges Pension Plan" or "the Plan".**

**Alberta Pensions Services Corporation (APS) provides administrative and member services to these Plans.**

The Board is recruiting for a **Plan Board Specialist**. Reporting to the Plan Board Manager (PBM), Management Employees Pension Committee (MEPB), the Management Supplementary Retirement Plan Committee (MSRP), and the Judges Pension Plan Advisory and Investment Committees (JPP AC and IC); thereafter, called "the Committees". This position carries out a wide variety of complex, highly confidential and sensitive specialized duties to support the Committees mandated and fiduciary responsibilities. This position's responsibilities include but are not limited to, meeting preparation, research, development of work products, monitoring and assessing Committee business, reporting, implementation of actions and the Committees' strategic plan. Under the direction of the PBM or Plan Board Director (PBD), this position prepares draft briefings, agendas, minutes and correspondence, financial reporting and contractual obligations, as well as completing research duties. This position plays a key role in Committee specific business solutions and overall business functions for the PBM and PBD and the Committees. The MSRP and JPP, are public sector pension plan Committees, functioning in a complex and sensitive environment, reporting to the President of Treasury Committee, Minister of Finance, or Deputy Minister of Finance.

To be successful in this position, the Specialist must be well educated, have strong research abilities and be informed on the topics of pension plans such as plan design, plan funding and investments, governance, communications, risk assessment and mitigation, actuarial reporting, etc. The Specialist must also hold a high level of integrity, ethical standards and be strategically focused. These aspects and characters together with a tactical, proactive approach at all times are required to successfully complete the many objectives and tasks assigned to the role. This position requires working independently, and as a team. The position demands a full understanding of the Committees' strategic priorities, its business plan and the actions required to support its objectives and outcomes.

#### **Qualifications:**

- University Degree and 2 to 4 years directly related experience; or,
- Diploma or Certificate in Business Administration or Business Management with 7-10 years of related experience;
- Board support experience;
- Experience in a public sector or pension plan environment; and
- Experience and knowledge of pension administration, actuarial and financial principles, investments, a general understanding of government regulations and pension legislation.

#### **PLUS:**

- Experience in Governance practices, including minutes and meeting preparation.

- Strong knowledge and understanding of legislation and related statutes that govern pensions (Public Sector Pension Plans Act, Employment Pension Plans Act, and Income Tax Act).
- Strong knowledge of pension administration, actuarial, financial and investment theories, methodologies and principles.
- Business and Financial acumen. Experience with budgeting and financial reporting.
- Experience with the preparation of agendas and minutes in a large organization or for a Board of trustees.
- Strong knowledge of best practices and process related to business, good governance and the functioning of a Board.
- Experience in policy research. Experience in developing policy papers.
- Experience in interpreting legislation.
- Knowledge of Administrative Justice or Board appeals is an asset.
- Strong relationship skills with colleagues, consultants, and service providers.

### **Skills and Abilities:**

- Advanced research skills with an understanding of how to gather data, analyze information, and form conclusions to address current and future needs.
- Ability to summarize and paraphrase complex issues.
- Ability to classify and organize information into presentation materials.
- Committed to, and ability to, learn complex topics such as pension funding and investments in an ever changing environment.
- Strong client service skills.
- Excellent time management skills.
- Strong organizational, planning and project management.
- Excellent communication skills: verbal, written and presentation.
- Effective interpersonal skills – must be able to work with diverse groups of people, and a small busy and effective team.
- Ability to be flexible to many changes and demands of the PBM, PBD and Board.
- Ability to adapt to various personalities and levels of structure.
- A customer-service orientation and ability to work cooperatively with a broad range of individuals, and to act with tact and diplomacy at all times.
- Ability to operate within a complex governance and public sector structure, including hierarchy.
- Ability to work as part of a small team with a diverse Board in a fast-paced, stressful, changing, and uncertain environment.
- Strong understanding of, and the ability to adhere to a solid Confidentiality policy;
- Adhering to a strong and professional and Ethical Code of Conduct, and Charter of Culture

The successful candidate will belong to the Alberta Union of Provincial Employees Local 118/013 and will be employed by Alberta Pensions Services Corporation to provide services to the Board. Employment will be subject to a collective agreement, APS policies, and Board specific policies and Codes. APS will administer employee benefits, payroll and employment policies. APS offers a comprehensive and flexible [benefit package](#).

### **How to Apply:**

If you are interested in this position, please submit your resume to Human Resources at [recruitment@apsc.ca](mailto:recruitment@apsc.ca). Each submission needs to clearly indicate the **competition number** of the position you are applying for and include a cover letter with two writing samples showing a range of your writing skills.

**Please Note:** Applicants may be asked to perform a writing test as part of the interview process. The successful candidate(s) will be required to undergo a security screening as a condition of employment.

*Thank you for your interest in Alberta Pensions Services Corporation (APS). Only those candidates selected for interviews will be contacted.*