



- Competition:** 19-25 Plan Board Director, Management Employees Pension Plan (MEPP)
Position Type: Full-time, Permanent, (Management) [Internal/External Posting]
Classification: Pay Group VII
Salary Range: \$96,600.00 - \$138,000.00
Closing Date: Open until suitable candidate is found

The Plan Board Director (PBD) will report administratively to Alberta Pensions Services Corporation (APS) and functionally to the Management Employees Pension Board (MEP Board or the Board).

The PBD is responsible for the oversight of all MEPP Board and Committee functions and provides advice and support to the MEPP Board, its committees, and to Plan stakeholders, including: the Office of the President of Treasury Board, Minister of Finance, and Alberta Treasury Board and Finance, Pension Policy (ATBF). The position ensures that the Board and its Committee(s) have the most thorough and current information, advice and recommendations to ensure that all matters considered by the Board are fully analyzed. For more information about MEPP, visit MEPP.ca.

The PBD ensures that the MEP Board's governance and fiduciary responsibilities are met and risks to the Plans are mitigated. This position is the main point of contact for the Board, and all Plan stakeholders, including, but not limited to, the Office of the Minister, ATBF, Government of Alberta (GOA) entities, and APS. This position also provides the same or similar support to the Management Supplemental Retirement Committee, the Judges Pension Plan Advisory Committee, and the Investment Committee.

The major areas of focus for the PBD are: advisor oversight, governance, plan funding, value of plan, plan administration, fiscal responsibility, investment oversight, stakeholder relations, communications, education, strategic planning, service as designated official for the MEP Board Code of Conduct, and overall business and operations of the Board and its committees.

This position is challenging and complex. The MEP Board, by legislative mandate, deals regularly and in depth with complex financial, structural and stakeholder issues. The successful candidate requires defined expertise, engagement in stakeholder relations, dialogue amongst all affected parties and a focus on frequent and effective communication, executive level competencies, industry knowledge, and exceptional analytical, leadership and strategic skills.

Qualifications:

- Related post-secondary education; preferably a degree in business, administration, or governance.
- Specific industry accreditations, certification or designations are desired.
- A minimum of seven years of board management-support experience or related governance experience.
- Experience in a government and pension plan environment.
- Thorough knowledge of pension administration, actuarial and financial principles, investments, and a general understanding of government regulations and pension legislation.
- Well-rounded project management experience.
- Strong understanding of financial reporting, budgeting, analysis and interpretation of data.

PLUS:

- Knowledge of provincial and federal pension related legislation and regulations (*Public Sector Pension Plans Act, Employment Pension Plans Act, Investment Act and Income Tax Act*) and corresponding statutory interpretation skills are required.
- Proficient in overseeing the preparation of agendas and minutes in a large organization or for Board of Director meetings.
- Thorough understanding of policy research and developing policy papers.
- Advanced relationship building skills in situations of competing agendas and ideas where consensus cannot always be attained and where there may be multiple and diverse audiences.
- Competent in appropriate governance frameworks, and policy and process in Pension Board administration.
- Working experience in the public sector pension industry to effectively anticipate future needs of the Plan and Board, and to plan for possible future scenarios and changing business priorities.

Skills and Abilities:

- Superior organizational, planning, analytical, problem solving, decision making and time management, negotiation, and conflict resolution skills.
- Extensive knowledge and application of practices and processes related to the functioning of a Board, including workflow organization, setting priorities, anticipating issues, managing and tracking projects, effective records management and leadership.
- Excellent communication skills including business writing skills, verbal communication, exceptional listening habits and effective presentation abilities.
- Proven experience in research methodology, analysis and interpretation.
- Professional demeanor with the ability to demonstrate impartiality and attentiveness in ambiguous or conflicting situations.
- Able to lead and guide all Board and committee management and governance processes.
- Able to lead a professional team with a diverse Board in a fast-paced, stressful, changing and uncertain environment.
- Able to work as part of a small team with a diverse Board and committees, in a fast-paced and changing environment.
- Effectively summarizes and paraphrases complex issues, and classifies and organizes information into presentation materials with clarity and conciseness.
- Able to educate and share new and current, industry information with board members and staff.

The successful candidate will be employed by Alberta Pensions Services Corporation (APS) to provide services to the MEP Board. Employment will be subject to APS policies and Board-specific policies and the Code of Conduct. 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. 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 and the Management Employees Pension Plan. Only those candidates selected for interviews will be contacted.