



- Competition:** 19-46 Corporate Governance Specialist
Location: Edmonton, Alberta
Position Type: 1 Permanent Full-time, (Excluded) [Internal/External Posting]
Classification: Pay Group IV
Closing Date: Open until a suitable candidate is found.

Alberta Pensions Services Corporation (APS) is an organization with people at its core. Our values of quality, service and accountability are present in all that we do in our relentless pursuit of excellence in pension administration, to serve those who serve Albertans. We rely on our employees to bring their expertise to the table every day.

APS is recruiting for a **Corporate Governance Specialist**.

Reporting directly to the Corporate Counsel, the Corporate Governance Specialist (the Specialist) is responsible for supporting APS' Corporate Board (the Board) and Corporate Counsel in fulfilling their governance accountabilities. As the primary contact for the Board, the Specialist will prepare briefing notes for consideration by the Board, as well as develop briefing notes on behalf of the Board. The Specialist is accountable for all facets of board support such as, but not limited to: scheduling and maintaining calendars, organizing meetings, and coordinating travel and event logistics for the Corporate Counsel and the Board. This role is also responsible for researching and establishing best practices as it pertains to corporate governance.

The Specialist provides a service to APS and The Board with a high degree of professionalism, integrity, ethics, and political acumen in order to mitigate risk. This position operates with a high degree of autonomy.

Qualifications:

- University degree in a related area preferably in law, policy or public governance; or
- Governance professional designation of GPC.D or equivalent, and five years of directly related experience; or
- Equivalencies will be considered.

Knowledge:

- Knowledge of corporate mandate and values, business, reporting structure, procedures, policies and practices.
- Full knowledge of APS' governing authorities (and corporate obligations for each), including:
 - *Alberta's Business Corporations Act*
 - *Alberta Public Agencies Governance Act*
 - *Reform of Agencies, Boards and Commissions Act*
 - Articles of incorporation
 - Unanimous shareholder agreements
 - Bylaws
 - Mandate and roles document
 - Pension services agreements
 - Relevant legislation and regulations
- Understanding of the impact of applicable governing documents on corporate obligations and board governance.
- Extensive knowledge of board governance including the APS board governance model, applicable rules of order and board policies.
- Knowledge of pension administration functions and processes.
- Experience in understanding, analyzing and applying legislation.
- Experience in governance policy research and developing governance policy.

Skills and Abilities:

- Strong procedural skills to manage complex information flow and to develop and implement business processes.
- Strong people management skills to deal with multiple functional areas and process piece owners, and the ability to communicate issues with product or delivery (e.g. management reports and presentations to the Board, amendments to governing documents in consultation with Alberta Treasury Board staff and Alberta Solicitor and Justice Counsel, briefings prepared by Board directors).
- Excellent problem solving and risk identification skills, and the ability to analyze situations and make appropriate decisions (e.g. finding solutions for deadlines for board approvals in concurrence with quorum issues, exploring options under the *Business Corporations Act* when compliance with the Act is at risk, such as court applications related to Annual Shareholder Resolution execution delays, accommodating last-minute agenda items and changes to meeting agendas due to unforeseen events).
- Superior business writing and comprehension skills.
- Strong analytical and research skills.
- Effective presentation skills including the preparation of briefing materials, handouts and presentations for updates to the Board, making proposed changes to the governance model, processes, governance policy or reporting and delivery of governance component of new director orientations.
- Effective time management skills.
- Expert Microsoft Office and Adobe Creative Suite skills.

Attributes:

- Political awareness and sensitivity.
- Proactive and independent worker.
- Respectful of others' workloads and deadlines.
- Client service mentality.

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.

Please Note: If you are submitting a resume for multiple positions, please send a separate submission for each competition. The successful candidate(s) will be required to undergo a security screening as a condition of employment. This job posting may be used to fill current and future vacancies within APS at the same or lower classification.

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