

**Board Advisor****Location:** Calgary, AB**Posting End Date:** 19-NOV-2018**Salary Range:** \$28.20 – \$48.45**Your Opportunity:**

Alberta Health Services seeks an enthusiastic, independent, and attentive professional with exceptional communication skills to provide high-level administrative support to the Alberta Health Services' Board and the Alberta Public Laboratories' Board and their committees. This role will report to the Corporate Secretary and Legal Counsel, and be part of the Board Office and Legal & Privacy. Reporting to the Corporate Secretary and Legal Counsel, the Board Advisor is responsible for providing administrative and strategic communications and support to the boards and will function as a primary contact person for the Board members and committees. In this role, you will manage board communications, in addition to coordinating Board meetings and appointments. The Board Advisor must be able to function well both independently and in collaboration with others, and will be able to provide professional support to a wide range of key stakeholders including Board members, Executive staff, auditors, and members of the public. All Non-Union Exempt positions are being reviewed for possible inclusion in the AUPE General Support Services bargaining unit. If this position is impacted, the incumbent will be notified accordingly.

**Description:**

The Board Advisor oversees and provides administrative, secretarial, and communications support to the Alberta Health Services Board and the Alberta Public Laboratories Board. In this role, you will be responsible for the development and review of Board related documents, correspondences, presentations, meeting materials and minutes. You will organize and coordinate Board and committee meetings and appointments, attending and providing on-site support to public board and committee meetings. The Board Advisor must have flexibility to take on additional commitments outside of regular work schedules in order to manage workload and posting schedules. In this role, the Board Advisor provides assistance and advice to Board members, executive leaders, auditors, members of the public, and other stakeholders on a variety of administrative matters. You will assist and advise Board members in a variety of ways, including analyzing information, identifying problems, and providing summaries and briefings. Working in close collaboration with various executive offices, you will be responsible for maintaining and managing corporate records, and will ensure the timely and accurate processing of Board related documents. In addition, you will also administer and maintain the Board's online portal.

**Required Qualifications:**

A minimum of five years' experience in high-level, administrative support, with a minimum of three years' experience working with a Board of Directors and/or Board appointed committees.

**Additional Required Qualifications:**

Possesses the ability to multi-task, with strong organizational skills and attention to detail. Professional and of the highest integrity for the Board Office environment. Is reliable, self-motivated, flexible, focused, and proactive, with a positive attitude. Collaborative, and able to work with individuals at all levels. Ability to identify creative solutions that address time, budget, quality, with demonstrated skill in negotiation. Ability to exercise sound judgment in decision-making and discretion when dealing with highly confidential matters that require tact and diplomacy in an issues-driven environment. Possesses excellent interpersonal, writing, and verbal skills.

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