

Governance Officer
Term – 1 year
Ottawa/Toronto, Ontario
Closing date: October 29, 2021

CADTH is an independent, not-for-profit organization responsible for providing Canada's health care decision-makers with objective evidence to help make informed decisions about the optimal use of drugs and medical devices in our health care system.

Reporting to the Director of Governance, Policy and Performance Measurement, the Governance Officer is accountable for advancing governance best practices throughout the organization. This includes developing and maintaining governance guiding documents, as well as contributing to the implementation and ongoing success of governance-related corporate initiatives. The Governance Officer also facilitates the recruitment of Board and committee members and contributes to business and operational planning.

On any given day, you will:

- Contribute to the development and revision of foundational governance materials, such as terms of reference and the code of conduct.
- Contribute to the development and revision of corporate policies to reflect governance best practices and operational requirements
- Keeps apprised of relevant changes in legislation and evolving governance best practices and reflect these, as appropriate, in governance guiding documents
- Participates in corporate processes and activities related to procedural reviews, assessment and mitigation of conflict of interest, information management, and risk assessment
- Identifies opportunities, issues, and challenges from a governance perspective as a member of various internal working groups
- In collaboration with the Governance Coordinator, communications staff, and others, develops the Board and committee nominations materials (e.g. nomination form, statement of qualifications, screening criteria, interview questions)
- Partners with the Director to contribute to annual business and operational planning by drafting content based on input from the leadership team.

Is this the right role for you?

The Governance Officer will likely have:

- Experience working with Boards and Committees
- Knowledge and understanding of the not-for-profit sector, the structure and decision-making processes of the Canadian health care system, and the positions of CADTH stakeholder groups
- A university degree plus five (5) to six (6) years of relevant experience working in the not-for-profit sector, as well as strong knowledge of governance best practices (or an equivalent combination of education and relevant experience).
- Analytical, systems, and critical thinking abilities, along with strong strategic insight and a solutions-orientated approach
- A can-do attitude combined with the ability to anticipate needs, adapt to changing priorities, work under pressure, and handle confidential matters with discretion
- Experience with the development of corporate policies and working with boards of directors and committees
- Strong interpersonal skills and networking capabilities

- Strong oral and written communication skills
- Excellent organizational skills and attention to detail
- Demonstrated ability to work independently and take initiative
- Strong Microsoft Suite Office skills, specifically in Word, Outlook, PowerPoint, and Excel
- Ability to meet tight deadlines and to balance concurrent projects
- Flexibility and adaptability within the working environment to respond to incoming requests

Grow your career. Make a difference. To apply for this opportunity, visit the Careers section of our website at www.cadth.ca/careers and submit your application. Your resumé and cover letter must clearly identify how your skills and experience relate to the requirements of this role. Applications for this opportunity may be used for future staffing vacancies.

CADTH is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs.