

Associate Governance Analyst/Governance Analyst -12 Month Contract

EDC is Canada's export credit agency, offering information, knowledge and innovative commercial solutions to help Canadian exporters and investors expand their international business. We take on risk so Canadian businesses can take on the world.

When you join our team, you'll be helping Canadian companies bring their vision, passion and innovation to the global marketplace. Your knowledge and expertise will support more than 13,000 Canadian companies and their customers in as many as 200 markets worldwide. You'll work shoulder-to-shoulder with the best and brightest in an inclusive, collaborative environment that fosters professional development and success. And you'll know that you're making a difference every day—for companies, for Canada and for the people you work with.

Year after year, EDC has been recognized as a Top 100 and Top Family-Friendly Employer.

Overview

EDC's Corporate Secretariat provides a wide range of services with a view to ensuring highest levels of corporate governance practices and promotes work towards improving the working and professional efficiency and effectiveness of EDC's Board of Directors as well as the Board of Directors of EDC's subsidiary, FinDev Canada.

The team facilitates all activities associated with the Board of Directors, ensuring the Board of Directors is kept informed of relevant issues and managing EDC's and FinDev Canada's important documentation. The functions and responsibilities of Corporate Secretariat are critical to the achievement of the objectives of the Corporation. As such, the successful candidate will be called upon to perform a variety of duties and responsibilities typically performed within a corporate secretariat environment to ensure good governance. This role reports to the Director of the Corporate Secretariat team.

Discipline Summary

- Designs, develops, implements and promotes awareness of board and corporate policies in response to governance and regulatory requirements.
- Coordinates and conducts the assessment of internal controls and monitors to ensure compliance related to regulatory requirements and other corporate governance obligations.
- Supports the organization's ongoing Secretariat relationships with other crown corporations and promotes the organization's reputation for good Board and corporate governance practices.

Key Responsibilities

- Provides advice and guidance to business teams regarding governance requirements and board activities.

- Responds to internal advisory service requests and identifies solutions to support business issues ensuring compliance with board, governance and regulatory requirements.
- Develops and delivers training and awareness initiatives to enhance the organization's knowledge of and appreciation of good governance issues.
- Provides support for activities related to the Board of Directors including the preparation of Board meeting materials and minutes.
- Assists in drafting resolutions, board policies, board papers and technical support manuals.
- Conducts research and analyzes existing board policies and guidelines, Committee Terms of Reference, Board Charter and corporate By-Law and provide recommendations for their implementation and possible improvement.

Screening Criteria

- Undergraduate degree in Business Administration, Law, Public Policy or in a related field
- Minimum 2 years (Associate Governance Analyst) or 5 years (Analyst) of experience in law, governance, public policy, compliance, secretariat or related experience
- Knowledge of laws, public policy, regulations and compliance requirements as they apply to corporate governance, Crown Corporations or the financial services sector

Assets

- Bilingual in both official languages (French and English)
- Understanding of EDC legal framework, including the approval authority process
- Experience working in a Crown corporation environment

Location:

- For this position, EDC is recruiting top talent across Canada. We offer full flexibility to work remotely during and after the pandemic.

Salary Range

- Associate Governance Analyst: \$53,400 – \$80,200
- Governance Analyst: \$62,800-\$94 200

Please note that we will consider candidates at the Associate Governance Analyst level and Governance Analyst level. Analyst level depending on the incumbent's qualifications.

How to Apply

Only candidates selected for an interview will be contacted.

Application deadline: **Friday March 26, 2021**, 11:59 p.m. EST on www.edc.ca/careers

EDC is committed to employment equity and actively encourages applications from women, Aboriginal people, persons with disabilities and visible minorities. If selected for an interview, please advise us if you require special accommodation.

Candidates must meet the requisite government security screening requirements.