

Board Officer

Branch: Municipal Pension Board Secretariat	Job Type: Regular
Classification: Applied Leadership	Union/Excluded: Excluded
Salary Range: \$68,600 to \$79,258 per annum	Security Screening: Yes
Competition: PC16:46960	Additional:
Closing Date: April 25, 2016	
Geographic Restriction: No	

As one of the largest pension benefit administrators in Canada, the BC Pension Corporation is a fast-paced and evolving organization with a challenging mandate. We provide comprehensive pension services as the administrative agent for the boards of major BC public sector pension plans, including the Municipal Pension Board of Trustees (Board).

The Board is responsible for governance of the Municipal Pension Plan (Plan) and providing direction to the Plan's administrative agents, namely the BC Pension Corporation and the BC Investment Management Corporation. The plan is the largest pension plan in BC and the sixth largest plan in Canada with over \$40 billion in assets. It has close to 300,000 members and over 900 participating employers in the municipal, health, education and other sectors. We are seeking a consultative team player who thrives in a strongly collegial, results-oriented, client service delivery environment to support the Board in delivery of its responsibilities.

Reporting to the *Board Secretary*, Municipal Pension Board of Trustees (board), the *Board Officer* assists in providing managerial and operational services to the board, and manages the appeals and Freedom of Information and Protection of Privacy services for the board. The successful candidate will, among other duties, be responsible for board and committee meeting management and recording, ensuring that board members are fully prepared for meetings with the necessary resources to effectively discuss issues and make decisions, advise trustees on the application of fiduciary, governance and policy responsibilities, and communicating and following up on the implementation of board decisions.

Our ideal candidate will have:

- University degree in a related discipline such as law, business administration, public administration or related discipline. An equivalent combination of education, training and experience may be considered.
- Minimum of two years' experience in analyzing and interpreting legislation, regulations, contracts and policy.
- Experience in one or more of the following areas required:
 - policy analysis and development
 - legal or regulatory practice
 - pension administration
 - investment management
 - actuarial or financial industry

- Experience in pension administration, board governance and meeting procedures, stakeholder relations or adult education preferred.

An equivalent combination of education, training and experience may be considered.

Please ensure that your resume clearly describes how your qualifications match the requirements for this position as listed above.

To learn more about the *Board Officer* position, please review the following:

Job Description

If you are unable to access the links, please contact us by email at Jobs@pensionsbc.ca. Lesser qualified applicants may be appointed at a lower level. An eligibility list may be established. A written assessment and oral interview will be conducted as part of this competition. Applicants who are selected for testing will be required to complete an assessment at home using Microsoft Word.

Only applicants selected to move forward in the recruitment process will be contacted to move to the next stage (at-home written assessment and/or an interview). All candidates are notified of the outcome of the competition once it has completed.

To apply:

Email your resume to Jobs@pensionsbc.ca with a subject line:
Last Name, First Name, Resume – **PC16:46960**

Contact: Human Resources

Tel: (250) 356-6533

Email: Jobs@pensionsbc.ca