

Manager, Governance and Tribunals Secretariat

Full-Time Permanent Position

The College of Early Childhood Educators (the College) regulates the more than 53,000 members of the early childhood education profession in the public interest, pursuant to the *Early Childhood Educators Act, 2007*. The College establishes and enforces registration requirements, as well as ethical and professional standards. The College is a not-for-profit organization with a staff of 60 and an annual operating budget of approximately \$10M.

We are seeking an experienced professional well-versed in managing the corporate secretariat function to facilitate the effective flow of information in support of Council and Committees decision making. As the Manager, Governance and Tribunals Secretariat, you will also develop, implement, communicate and update policies, procedures and processes to support the hearings process and related Committees.

Key Areas of Responsibility

Governance and Corporate Secretary

- Provide leadership, advice and policy expertise to Council, Committees and Executive Leadership Team (ELT) on a range of governance and regulatory issues that may impact the College.
- Identify, proactively and reactively, College by-laws, Council policies, Committee terms of reference and other governance-related documents that need updating. Draft revisions and prepare briefing notes for review and approval.
- Conduct research and analysis of governance and regulatory issues.
- Support governance and business policy implementation and identify and assess policy alternatives in terms of their benefits, deficiencies and impact on the College and develop recommendations for consideration by ELT and Council.
- Develop, lead and monitor the effectiveness of a comprehensive process for Council orientation, training, performance evaluation and succession planning. Provide recommendations to enhance effectiveness to the Registrar & CEO.
- Manage relationship with Public Appointments Secretariat (PAS) regarding the appointment of public members. Advise PAS of vacancies on Council as well as desired skills and experience of prospective candidates.

Tribunals Secretariat

- Lead, research, develop, implement, communicate and update tribunals policy and processes to ensure efficient functioning in accordance with relevant legislation and best practices in professional regulation and administrative law.
- Oversee the work of the Hearings Coordinator, including scheduling of hearings, processes for ensuring compliance with legal requirements related to quorum and conflict of interest, and timely dissemination of written reasons.

- Monitor the objectives for the hearings process to ensure issues are resolved within reasonable timeframes. Monitor and report on key metrics and trends for internal and external reporting.
- Support the hearings function of the Discipline / Fitness to Practise Committee, including but not limited to developing, leading and training Committee members on issues management and decision writing.
- Research, develop, implement, communicate and update policies and rules of procedure for the Discipline/Fitness to Practise Committee.
- Manage relationships with independent legal counsel, including communicating expectations and monitoring same; assessing effectiveness in service delivery; and notifying the Registrar & CEO if and when expectations are not met.

Qualifications

- Minimum of 5 years' experience providing Council and corporate secretariat support.
- Undergraduate degree in public policy, law or humanities. Law degree is an asset.
- Experience developing governance and regulatory policies and procedures.
- Adept at working with and advising Council, Committee members and executive teams on governance and regulatory matters.
- Knowledge and experience in conducting strategic policy research, analysis, development, planning, governance and decision making.
- Ability to learn, understand and apply the College's by-laws, related policies, legislation and regulations.
- Knowledge of the principles of administrative law and corporate governance, including legislation/regulation development cycles.
- Proven ability to communicate effectively (both orally and in writing) with internal and external stakeholders.
- Relationship management skills to foster and maintain collaborative, supportive relationships.
- Ability to understand group dynamics and influence decision-making.
- Management, leadership and coaching skills to lead a small team.
- Analytical, problem-solving and research skills, coupled with integrated thinking and the ability to synthesize information into concise decision support materials.
- Skillful at handling matters requiring high levels of diplomacy, sensitivity and confidentiality.
- Fluency in both official languages (English and French) is an asset.

Please submit your application on our [website](#). The position will remain open until it has been filled. We thank all applicants, however, only those considered for an interview will be contacted.

The College of Early Childhood Educators is committed to providing accommodations in our hiring process for people with disabilities. If you require an accommodation, please contact us and we will work with you to meet your needs.