

Committee Oversight Analyst

| About the role

The Committee Oversight team provides communication and governance expertise at Payments Canada to ensure consistent, efficient, and high-calibre functioning of the governance forums to support:

- The delivery of the objectives outlined in the corporate scorecard;
- The reputation of Payments Canada with members and stakeholders; and
- The ongoing integration of core operations and the Modernization Program.

Committee meetings are Payments Canada's primary channel for interaction and engagement with members. The team defines, designs, and manages the implementation of committee best practices across Payments Canada. The team develops the tools and resources to ensure a positive member, stakeholder, and employee experience as it relates to the committees at Payments Canada.

Reporting to the Manager, Committee Oversight, the Committee Oversight Analyst supports the effective reporting of the Modernization Program to key governance forums. They collaborate closely with internal teams to ensure that business and governance objectives are met according to the governance framework. In addition to content development, the Committee Oversight Analyst evaluates Payments Canada current processes and works with the Committee Oversight manager to identify opportunities for continuous improvement.

This position is a 2-year term.

| You'll be doing things like

- Managing the development of strategic work plans in partnership with the Manager, Committee Oversight and senior management
- Determining agenda topics for upcoming committee cycles and align with senior leaders to ensure that business and governance objectives are met
- Collaborating with cross-functional teams to develop meeting materials to create top quality content for senior governance forums
- Independently managing a stringent quality assurance and review process with senior leaders to ensure accurate and high-quality materials are delivered
- Strategizing and training internal teams on how to elevate and strategically position content to their audiences
- Identifying opportunities to improve committee content development and review processes and act as lead on their implementation
- Planning and delivering on various continuous improvement projects related to communications and governance related to committees

- Developing and maintaining positive relationships with the executive team, senior management, councils and their working groups, internal business partners, and external stakeholders.

| You'll need to have

- 5-8 years of experience in a similar or related role
- Undergraduate degree in policy, political science, project management, communications, or related field
- Experience in supporting a corporate secretariat and/or committees would be considered an asset
- Experience creating external facing decks and reports
- Experience managing projects independently
- Experience in liaising with internal and external stakeholders at all levels
- Experience working in a governance, project management, communications, or policy position in the payments or finance industry is considered an asset
- Preference for candidates to be based on either Ottawa or Toronto

| What we can offer you

- Competitive compensation package
- Health and dental benefits
- Flexible work arrangements
- Professional development opportunities
- Prime downtown locations (Ottawa & Toronto) close to transit and shopping
- Gym and shower facilities
- Bike lockers

Please submit your application by April 12, 2021.

| About us

We are a unique organization at the centre of the payments ecosystem and Canadian economy. We are responsible for balancing and leading in an environment of multiple interests, ideas and challenges. We successfully navigate these challenges by adhering to a set of values that in themselves are tensions: Think Big + Act Responsibly, Be Ambitious + Raise the Team, Keep Momentum + Be Rigorous. We are successful as individuals, as teams, as an organization and for our members and stakeholders if we strike to balance these values in all that we do. Find out more at payments.ca

Payments Canada is committed to having a diverse, representative workforce and continuing to build an inclusive environment. We encourage applications from qualified women, men, visible minorities, aboriginal peoples, and persons with disabilities. All

employment decisions are made based on business needs, job requirements, and individual qualifications.

We are committed to developing inclusive, barrier-free recruitment and selection processes, and a work environment that supports our diverse workforce. Please let us know if you require accommodations at any stage of the recruitment process. We can be reached at hr@payments.ca.