

# Assistant Director, Board Services and Corporate Secretary

<b>Branch:</b> Board Services	<b>Job Type:</b> Regular Full Time
<b>Classification:</b> Band 4	<b>Union/Excluded:</b> Excluded
<b>Salary Range:</b> \$87,600 to \$114,100 per annum	<b>Security Clearance:</b> Required
<b>Competition:</b> PC19:47157	<b>Additional:</b>
<b>Closing Date:</b> February 13, 2019	
<b>Geographically Restricted:</b> No	

## Why work with us?

At BC Pension Corporation, we are committed to our people. We are an organization with wellbeing at its core; offering an outstanding workplace experience where all employees can achieve their full potential. Some highlights of what we offer include:

- Flexible work schedules (mobility work, modified work weeks, job sharing, etc.)
- Competitive compensation
- Ongoing training and professional development opportunities
- Comprehensive extended health and dental benefits for you and your family, including 100% employer paid MSP premium coverage
- Defined benefit pension program
- Health & wellness programs – lunchtime seminars, community health activities (yoga, kayaking, etc.) and a comprehensive Employee & Family Assistance Program

**One in nine BC citizens is a member of one of the five pension plans we serve**

To learn more about us and how you can be a part of a culture that encourages innovation, continuous improvement and a passion for delivering an outstanding customer experience, visit [bcpensioncorp.ca](http://bcpensioncorp.ca)

## What is the opportunity?

The Assistant Director, Board Services supports the Director, Board Services to provide exceptional client relationship management support to the plan boards and corporate board. The position is also the corporate secretary of the Corporation and reports to the CEO and corporate board as part of the corporate secretary portfolio. The position provides leadership and support to enable the proper functioning and forward thinking of the corporate board, and acts as a liaison between the corporate board and management.

## What do you need to succeed?

### Must-have

- Post-secondary degree in Law, Business Administration, Public Administration, or an equivalent combination of related experience, education and training may be considered.
- Industry training in board/corporate governance is an asset (e.g. Governance Professionals of Canada - Education Program or designation by Institute of Chartered Secretaries and Administrators).
- 3-5 years' experience providing services for and working directly with boards;
- Demonstrated progressively responsible experience working in a corporate governance environment such as supporting the roles, responsibilities and procedures of a board of trustees/directors;
- Experience in policy development, analysis and interpretation of legislation, regulations and policy.
- Demonstrated leadership skills with proven ability to introduce innovation and influence others and work in a changing environment;
- Demonstrated ability to build and maintain effective working relationships;
- Demonstrated ability to work calmly under pressure while exercising tact, diplomacy and excellent judgment;
- Experience as a pension administration professional with excellent, proven interpersonal, presentation and writing skills;
- Experience leading and coaching multi-disciplinary teams.

### Nice-to-have

- Experience in a legal practice is preferred;

### Interested in applying?

To learn more about the **Assistant Director, Board Services and Corporate Secretary** position, please review the job description at <https://bcpensioncorp.prevueaps.ca/jobs/>

**Your resume must provide detailed information about your education and employment history in order to clearly demonstrate how you meet the job requirements as listed above. Please ensure your resume includes the month and year(s) for each job in your employment history as well as the job related responsibilities.**

### To apply:

Please apply through our career website: <https://bcpensioncorp.prevueaps.ca/jobs/>

**Contact:** Human Resources

**Email:** [Jobs@pensionsbc.ca](mailto:Jobs@pensionsbc.ca)

### Important details

If you are unable to access the links, please contact us by email at [jobs@pensionsbc.ca](mailto:jobs@pensionsbc.ca).

Lesser qualified applicants may be appointed at a lower level. An eligibility list may be established.

### Testing may be required.

We thank you for your interest in working with us. You will be informed of your status in this competition as soon as possible.

**Applications will be accepted until 11:59pm PST on the closing date referenced above. Late applications will not be considered.**

### Diversity & Inclusion

BC Pension Corporation is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for



employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

We are committed to ensuring that reasonable accommodations are made available to persons with disabilities during the recruitment, assessment and selection processes and will provide reasonable accommodations upon request. If you require assistance or an accommodation due to a disability, please email us at [jobs@pensionsbc.ca](mailto:jobs@pensionsbc.ca).