

Board Officer/Assistant Secretary Temporary Assignment – Up to One Year

Branch: Pension Board Secretariat

Job Type: Temporary, Full-time

Classification: Applied Leadership

Union/Excluded: Excluded

Salary Range: \$68,600 to \$79,258 per annum

Security Screening: Yes

Competition: PC17:47011

Closing Date: January 22, 2017

Additional:

BC Pension Corporation is one of the largest professional pension services organizations in Canada. Doing meaningful work and with a challenging mandate, we provide comprehensive pension services to five BC public sector pension plans. In addition, the corporation is executing on a forward-thinking, transformational strategy that will change the way we serve plan members and employers. Our strategic plan, *From 12 to 21*, is an ambitious program of business transformation that supports high service levels and cost-effective delivery through better use of technology, improved business process and continued attention to staff training and development. It's the ideal setting for a consultative team player who thrives in a collegial, results-oriented client service delivery environment.

The Pension Board Secretariat is an independent branch within the Pension Corporation that reports to the College, Public Service and Teachers' Pension Boards of Trustees. The Pension Board Secretariat provides professional and operational support to the boards to meet their governance and fiduciary obligations, carries out the day-to-day board operations and serves as liaison between the boards of trustees and plan partners, Pension Corporation personnel, bclMC personnel, plan members and employers, pension plan stakeholders and others.

The Board Officer reports to the Manager, Pension Board Secretariat and is responsible for: Board and committee meeting management and recording; ensuring that Board members are fully prepared for meetings, have the necessary resources to effectively discuss issues and make decisions; advising the trustees on the application of fiduciary, governance and policy responsibilities; and communicating and following up on and implementation of Board decisions. The Board Officer is responsible for providing managerial and operational services to one of the Pension Boards of Trustees and serves as Assistant Secretary to that Board of Trustees.

Selection Criteria:

- University degree in a related discipline, preferably law, business administration, public administration. An equivalent combination of education, training and experience may be considered.
- Experience in one or more of the following areas required:
 - policy analysis and development
 - legal or regulatory practice
 - pension administration
 - analyzing and interpreting legislation, regulations and contracts

- Experience in pension administration, board governance and meeting procedures, or legal or policy analysis preferred.

Your resume must provide detailed information about your education and employment history in order to clearly demonstrate how you meet the required job qualifications as listed in the selection criteria 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 learn more about the *Board Officer/Assistant Secretary* position, please visit our careers page: <https://pensionsbc.prevueaps.ca/jobs/>

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 the following computer software/systems:

- Microsoft Word
- Adobe

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 been completed.

To apply:

Please go to our career website: <https://pensionsbc.prevueaps.ca/jobs/>

Contact: Human Resources

Tel: (250) 356-6533

Email: Jobs@pensionsbc.ca