

## Assistant Corporate Secretary (Term)

<b>Branch</b>	<b>CEO Office</b>
<b>Reference Number</b>	<b>1920 - 932</b>
<b>Job Type / Duration</b>	<b>Full Time / Six Month Term</b>
<b>Classification</b>	<b>SC-5</b>
<b>Salary</b>	<b>\$64,000 - \$80,100</b>
<b>Language Requirements</b>	<b>Bilingual (English – French)</b>
<b>Closing Date</b>	<b>March 31, 2020</b>

### Standards Council of Canada (SCC)

The Standards Council of Canada (SCC) is a federal Crown corporation with the mandate to promote efficient and effective standardization in Canada. Located in Ottawa, SCC has a Governing Council comprised of up to 13 members and a staff of approximately 100. The organization reports to Parliament through Innovation, Science and Economic Development Canada and oversees Canada's standardization network.

#### Job Summary and Key Activities

Provision of governance and administrative support to the Corporate Secretary with respect to the planning, organization and direction of arrangements for meetings and conferences of the Governing Council and its principal committees.

#### KEY ACTIVITIES

- Contributes to the development and implementation of guidelines, processes and procedures to ensure the Chairperson and the Chief Executive Officer (CEO) are adequately briefed on all proceedings and decisions of Council and its committees.
- Plans and organizes arrangements for Council, Corporate Governance Committee, Audit Committee, and other meetings and conferences.
- Develops and prepares agenda and programs, and coordinates the preparation of supporting papers for the Council and its standing Committee meetings; and reviews papers received by the Secretariat with respect to content for approval.
- Contributes to the development and implementation of policies, processes and procedures to meet statutory requirements.
- Drafts and edits Council-related position papers, presentations and other communications.
- Assists in the preparation of minutes, actions to be taken, and records of decisions of the Council and its committees and, upon request, other meetings or conferences; ensuring minutes and action items are communicated.
- Tracks follow-up actions to be taken on decisions, and provides information to be brought back to committees as required.
- Provides advice and guidance regarding Council issues and decisions.

## Essential Qualifications

### Education

- Undergraduate degree in business administration, public administration, political science or an equivalent discipline

### Experience

- A minimum of 5 years of experience in providing professional and administrative support to the Corporate Secretariat / Corporate Secretary
- Experience in writing board position papers and minutes
- Experience in dealing with boards and governance matters
- Experience in organizing meetings

### Knowledge

- *Standards Council of Canada's Act*, mandate, structure, plans and priorities
- Theories and principles of corporate governance and senior decision-making processes
- Practices and principles of the organization of meetings and conferences, including Robert's Rules of Order
- Practices and principles of policy development, process implementation, legislative instruments
- Principles and practices of secretariat systems and procedures for creating agendas and programs, transcribing, distributing and following-up on minutes of meetings and action items

### Skills

- Excellent verbal and writing communication skills, as well as active listening
- Excellent interpersonal skills
- Advanced time management, prioritization, and planning skills
- Advanced project management skills, including planning and execution;
- Strong critical analysis and thinking skills
- Advanced computer skills, including Microsoft Office applications and web-based forums

### Abilities

- Ability to manage complex issues through sound judgment and advanced problem-solving
- Ability to interact with a variety of internal and external stakeholder groups
- Ability to successfully manage projects, meet deadlines, and work under pressure
- Ability to plan and coordinate meetings and events
- Ability to prepare minutes, position papers and follow-up on actions to be taken

### Behavioural Competencies

<b>Competency (Level)</b>	<b>Competency Definition</b>	<b>Level Definition</b>
Collaboration (Level 2)	Working effectively with others to achieve shared organizational goals.	Proactively assists and involves others

Creativity and Risk Taking (Level 1)	Encouraging creative solutions and risk taking that result in innovative processes, products, and services.	Continually seeks to enhance performance and innovate
Service Excellence (Level 3)	Delivering high value processes, products, and services that meet the needs of SCC stakeholders, including all members of the organization, the board members, the international and national regulators, and industry representatives.	Provides added value
Adaptability (Level 3)	Adapting in order to work effectively in ambiguous or changing situations, and with diverse individuals and groups.	Adapts to widely varied needs
Information Gathering and Processing (Level 3)	Locating and collecting data from appropriate sources and analyzing it to prepare meaningful and concise reports that summarize the information.	Processes complex information from various sources
Planning and Organizing (Level 3)	Reaching goals that are central to organizational success by making and following plans and allocating resources effectively.	Plans and organizes major activities
Problem Solving (Level 3)	Identifying problems and the solutions to them.	Solves standard problems
Writing Skills (Level 3)	Communicating ideas and information in writing to ensure that information and messages are understood and have the desired impact.	Conveys in-depth information

**Important Notes:**

1. Your cover letter must clearly demonstrate how you meet the education and experience criteria listed under the Essential Qualifications.
2. Your application must be completed online by filling out the fields below and submitting.
3. Your application must be submitted before the closing date.
4. The SCC is an equal opportunity employer offering competitive compensation and a challenging and dynamic work environment.
5. We thank all candidates for their interest. Only those applicants whose qualifications are most relevant will be considered and contacted.