



**Competition:** 19-38 Coordinator, Corporate Board Support Services

**Position Type:** Permanent Full-time, Excluded

**Classification:** Pay Group III

**Compensation:** \$56,700.00 – \$81,016.00

**Closing Date:** Open until a suitable candidate is found

**Alberta Pensions Services Corporation (APS)** is an organization with people at its core. Our values of Quality, Service, and Accountability are present in all that we do in our relentless pursuit of excellence in pension administration, to serve those who serve Albertans. We rely on our employees to bring their expertise to the table every day.

APS is recruiting for a **Coordinator, Corporate Board Support Services**.

Reporting to the Corporate Counsel, the Coordinator, Corporate Board Support Services, is responsible for supporting the APS Corporate Board (The Board) in fulfilling their governance accountabilities. This position is accountable for all facets of board support including but not limited to; scheduling and maintaining calendars, organizing meetings, creating board meeting materials, including the uploading of materials to The Board portal. The Coordinator will also work with internal stakeholders (Executive Members and their delegates) to ensure items prepared for The Board are aligned with The Board agenda schedule. The Coordinator, Corporate Board Support Services, will provide feedback and advice to APS around follow-up items from The Board meetings and/or through their regular contact with The Board.

This Coordinator is the primary contact for The Board and as such will draft, prepare and disseminate information to a variety of audiences on behalf of the Board, this includes preparing briefing notes for consideration by The Board and developing briefing notes on behalf of The Board.

This role is also responsible for providing support to Corporate Counsel in both an administrative and research capacity. The Coordinator will be responsible for researching best practices as it pertains to corporate governance, establishing priority of workflows and handling a variety of tasks that require; initiative, critical thinking, analysis of complex issues and information, exercising sound judgment and maintaining complete confidentiality.

The Coordinator, Corporate Board Support Services provides services to APS and the Board with a high degree of professionalism, integrity, ethics and political acumen in order to mitigate risk. This position operates with a high degree of autonomy.

**Qualifications:**

- University Degree or diploma with three to five years of directly related experience.
- Governance professional designation (GPC.D) or equivalent would be considered an asset.
- Previous experience in in a legal setting would be considered an asset.

**Knowledge:**

- Knowledge of corporate mandates, values, business, reporting structure, procedures, policies and practices.
- Thorough understanding of APS' governing authorities (and corporate obligations for each), including:
  - *Alberta's Business Corporations Act*
  - *Alberta Public Agencies Governance Act*
  - *Reform of Agencies, Boards and Commissions Act*
  - Articles of Incorporation
  - Unanimous Shareholder Agreement
  - Bylaws
  - Mandate and Roles Document
  - Pension Services Agreements

- Relevant legislation and regulation
- Understanding of the impact of applicable governing documents on corporate obligations.
- Extensive knowledge of board governance including the APS board governance model and applicable Rules of Order, and the impact of applicable governing documents on board governance.
- Full understanding of board policies.
- Strong comprehension of pension administration functions and processes.
- Experience in analyzing and applying legislation.
- Experience in governance policy research and developing governance policies.

**Skills:**

- Superior business writing and comprehension skills.
- Superior analytical and research skills.
- Excellent time management skills.
- Excellent analytics skills and the ability to assess situations and make appropriate decisions.
- Strong problem solving and risk identification skills.
- Effective presentation skills including, preparation of briefing materials, handouts and presentations.
- Expert level Microsoft Office and Adobe Creative Suite skills.

**Abilities:**

- Political awareness and sensitivity.
- Proactive and independent worker.
- Respectful of others' workloads and deadlines.
- Client service mentality.

APS offers a comprehensive and flexible [benefit package](#).

**How to Apply:**

If you are interested in this position, please submit your resume to Human Resources at [recruitment@apsc.ca](mailto:recruitment@apsc.ca). Each submission needs to clearly indicate the **competition number** of the position you are applying for.

**Please Note:** If you are submitting a resume for multiple positions, please send a separate submission for each competition. The successful candidate(s) will be required to undergo a security screening as a condition of employment. This job posting may be used to fill current and future vacancies within APS at the same or lower classification.

*Thank you for your interest in Alberta Pensions Services Corporation (APS). Only those candidates selected for interviews will be contacted.*