



**Competition:** 20-11 Plan Board Director, Management Employees Pension Plan  
**Location:** Edmonton, Alberta  
**Position Type:** Full-time, Permanent, (Management) [Internal/External Posting]  
**Classification:** Pay Group VII  
**Closing Date:** Open until suitable candidate is found

The Plan Board Director (PBD) will report to Alberta Pensions Services Corporation (APS) administratively and functionally report to the Management Employees Pension Plan Board (**MEPB** or the **Board**).

The PBD is responsible for the oversight of all MEPB and committee functions. The PBD also provides advice and support to the Board, its committees, and to Plan stakeholders such as the Office of the President of Treasury Board, Minister of Finance (the Minister) and Alberta Treasury Board and Finance, Pension Policy (ATBF). The position provides thorough and current information, recommendations and advice to the Board and its committees to ensure that all matters considered by the Board are fully analyzed.

The PBD ensures that the Board's governance and fiduciary responsibilities are met and risks to the Plan(s) are mitigated. This position is the main point of contact for the Board, and all Plan stakeholders, including, but not limited to, the Office of the Minister, ATBF, Government of Alberta (GOA) entities, and Alberta Pensions Services Corporation. This position provides the same or similar support to the Management Supplemental Retirement Committee and the Judges Pension Plan (JPP) Advisory Committee and Investment Committee.

The major areas of focus for the PBD are oversight, governance, plan funding, value of plan, plan administration, fiscal responsibility, investment oversight, stakeholder relations, communications, and education.

This position is challenging and complex. The Board, by legislative mandate, deals regularly with in depth and complex financial, structural and stakeholder issues. The successful candidate requires

- defined expertise
- experience in stakeholder relations
- ability to dialogue amongst all affected parties
- a focus on frequent and effective communication
- executive level competencies and industry knowledge
- exceptional analytical, leadership and strategic thinking skills

For more information about MEPP, visit [mepp.ca](http://mepp.ca).

#### **Qualifications:**

- Related post-secondary education; preferably a degree in business, administration, governance etc.
- Specific industry accreditations, certification, or designations are considered an asset
- A minimum of five years of board management support experience with working knowledge of board governance processes, framework, policy and process in pension board administration
- A minimum of five years' experience in a management role
- A minimum of three years' experience in developing and fostering relationships with internal and external stakeholders
- Experience in financial reporting, budgeting and analysis

### **Considered an Asset:**

- Working knowledge of pension administration, actuarial, financial and investment principles, and a strong understanding of government regulations and pension legislation
- Experience in policy research for developing policy papers

### **Skills and Abilities:**

- Superior organizational, planning, analytical, problem solving, decision making and time management skills
- Excellent communication skills including business writing skills, verbal communication, and the ability to explain complex concepts to a diverse group of individuals
- Proven experience in research methodology, analysis and interpretation
- Able to lead and guide all board and committee management and governance processes
- Able to lead a professional team with a diverse board in a fast-paced, stressful, changing and uncertain environment
- Able to work as part of a small team with a diverse board and committees, in a fast-paced and changing environment
- Able to educate and share new and current, industry information with board members and staff

The successful candidate will be employed by APS. Employment will be subject to APS' policies and MEPB-specific policies and code of conduct. APS will administer employee benefits, payroll and employment policies. 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 and include a cover letter with two writing samples showing a range of your writing skills.

**Please Note:** Applicants may be asked to perform a writing test as part of the interview process. The successful candidate(s) will be required to undergo a security screening as a condition of employment.

*Thank you for your interest in Alberta Pensions Services and the Management Employees Pension Plan. Only those candidates selected for interviews will be contacted.*