

Job Description

Job Title:	Senior Lead, Governance & Organizational Policy
Job Category:	Specialist/ Management
Reports to:	Director, Organizational Planning & Delivery

SUMMARY

As a member of the Organizational Planning, Delivery & Performance team, the Senior Lead, Governance & Organizational Policy provides strategic advice and operational support on HEC governance, compliance, and organizational policy issues.

DUTIES & RESPONSIBILITIES

- Manages board and committee planning (inclusive of the annual general meeting) and coordinates the preparation of meeting materials, e.g., agendas, briefing notes, notifications, and minutes, highlighting decisions, and keeping track of action items as required.
- Prepares briefs, reports, recommendations and action plans for the President & CEO, the Senior Leadership Team, the Board, and related Board committees.
- Provides support on board governance matters, e.g., governance policies and processes, board history, and the interpretation of by-laws and other regulatory documents.
- Prepares correspondence and responds to inquiries related to board governance issues for or on behalf of the Board.
- Manages and supports Board governance processes, including coordinating the Board director recruitment and nomination process; Board orientation and education; developing and implementing guidelines, criteria, instruments to evaluate individual member and overall board performance; facilitating routine presentations to the board of appropriate performance indicators for HEC programs and for HEC overall.
- Identifies issues that have organizational policy implications (governance, management/corporate, procedures, protocol, and guidelines) and collaborates to respond to issues in a way that addresses strategic priorities.
- Supports strategic organizational policy development, coordination and evaluation and engages with stakeholders to support an integrated, enterprise-wide approach to implementation and improvement.

- Provides advice on organizational policy process, content, and manage critical path/activities and timelines, as well as other key considerations to partners and stakeholders.
- Leads activities to ensure compliance with relevant legislation and regulation.
- Supports implementation of HEC's enterprise risk framework and monitoring/reporting of HEC's priority risks.
- Co-ordinates updates and reports to government officials as per our statutory requirement and funding agreements.
- Participates in ensuring that all activities are compliant with corporate policy, relevant legislation, and the requirements of all applicable corporate agreements.
- Acts as a liaison with legal counsel when decisions are required on agreements and/or compliance issues, and consults the Director, Organizational Planning and Delivery when decisions are required.
- Provides guidance and education to staff about governance, agreement processes and policies
- Maintains key corporate documents and records.
- Periodically acts as back-up to the Director, Organizational Planning & Delivery.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Bachelors' degree or equivalent knowledge or experience in a related field is required.
- Minimum five (5) years of progressive experience in a similar function, preferably a not-for-profit organization.
- Experience working with a Board of Directors and/or collaborating with senior staff on governance issues.
- Bilingual in French and English is required. (English oral communication at Advanced "C" level, and French oral communications at Intermediate "B" level).
- Advanced computer software skills, particularly in Microsoft office suite, and experience using collaboration technologies (such as Diligent Boards) in a virtual environment required.
- Experience in writing briefing notes and policies required.
- Experience summarizing, interpreting, and synthesizing meeting information.

SKILLS & COMPETENCIES

- High developed interpersonal problem-solving skills.
- Excellent project management skills including the ability to plan and collaborate with other teams.
- Excellent oral and written communication skills.
- Demonstrated time management skills. Well organized and attentive to detail.

- Professional tact and diplomacy and confidentiality required.
- Ability to work well in a dynamic and highly motivated team.
- Ability to navigate complex, sensitive and confidential matters, including working with multiple leaders.

MANAGEMENT/SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision: No indirect/direct reports

Provides functional advice: Related to governance, compliance and policy inquiries as required.

CONTACTS

Internal: Establishes and maintains effective relationships with all employees at all levels. Liaises closely with the with the President/CEO and members of the Senior Leadership Team, and Board of Directors members.

External: Establishes and maintains effective relationships with external partners, suppliers, legislative bodies, and contractors.

EFFORT & WORKING CONDITIONS

Effort: Regularly required to manage several tasks simultaneously over an extended period, and juggle multiple competing priorities with occasional urgent situations. High degree of concentration and focused thinking/analysis.

Working conditions: May be required to engage in local or overnight travel. Is required to occasionally extend hours of work to meet work demands and occasionally expected to work evenings and weekends during peak periods. Frequently interrupted.