



Are you looking for a rewarding and exciting opportunity to make a difference with a great organization? Look no further.

Overview

As we move through a period of exciting and challenging organizational change, Professional Engineers Ontario (PEO) has an immediate opening for an experienced and strategic Supervisor, Council Operations.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multi-disciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

Position Summary

The position incumbent provides senior executive support, issues management, advice and assistance to PEO Council and committees.

Responsibilities

- Coordinates the activities of Council with those of PEO through ongoing liaison to provide advisory services, resolve issues, and meet business and planning objectives to ensure administrative and legal requirements are met.
- Directs Secretariat support for Council and committees including full-cycle logistics for meetings, taking minutes and following up on action items.
- Develops and manages relationships with the Chair and Council members to provide expertise and executive support on Council-related strategic policy as well as operational and procedural matters and requirements.
- Provides expertise, advice and executive support to the Chair and Council on strategic policy and operational and procedural matters/issues affecting Council. This includes the identification, analysis and resolution of complex issues with potential significant impact and sensitivity as well as the conduct of research and data gathering to support Council decision-making.
- Is the focal point of contact between Council and the CEO/Registrar and executives. Independently handles and assigns, as appropriate, urgent matters on behalf of the Chair regarding Council activities. Ensures the Chair and Council members are properly briefed on all significant matters, which are often highly complex, sensitive or controversial.
- Manages administrative support and the flow of issues, correspondence, materials and matters, and reviews staff responses (e.g. correspondence, briefing material) prepared for Council. Provides additional commentary, analysis and recommendations as appropriate.
- Initiates, plans and carries out a variety of special research projects and assignments to address complex program and operational issues.



- Directs the development of a range of materials for Council, including orientation materials and governance documents—such as bylaws, legislation and operational policies and procedures regarding fees and payments—to Council members.
- Researches and prepares reports to record and communicate Council decisions.

Specialized Skills and Knowledge

Knowledge of:

- The structures, protocols and practices of boards of directors, committees, divisional boards, and review panels, including the policies, operations and procedures required to provide appropriate expertise and advice, and to develop governance documents for Council to ensure administrative and legal requirements are met.

Skills and qualifications include:

- Post-secondary education in public policy, intergovernmental relations and/or a related field, or the equivalent combination of education/or related 8-10 years' experience.
- Excellent computer skills, including proficiency in MS Office (Outlook, Excel, Word, PowerPoint, etc.)
- Excellent strategic, analytical and problem-solving abilities.
- Project management methods and techniques to initiate, plan and carry out various special research projects and assignments.
- Ability to handle multiple projects and prioritize competing demands in a dynamic, complex, fast-paced environment, and adapt quickly to manage changing priorities.
- Exceptional communication skills, both written and verbal, to provide briefings and liaison on Council-related matters.

**Please forward your application to attention of lholden@peo.on.ca
Deadline to apply is October 1, 2020.**

PEO values diversity and is an equal opportunity employer. PEO is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

*We thank all applicants in advance for your interest in our organization
and advise that only those candidates selected.*