

WE'RE HIRING



Corporate Secretary (Bilingual)

Job Number: R-1006672

Location: Regina, Saskatchewan; Various FCC offices may be considered

Closing Date: February 7th, 2025

Language(s) Required: English, French

Worker Type: Permanent

Job Link for Application: <https://fccfac.wd3.myworkdayjobs.com/en-US/careers-carrieres/details/Corporate-Secretary--Bilingual- R-1006672>

Salary Range (plus eligible to receive a performance based incentive, applicable to position) : \$148,902 - \$201,456

Corporate Secretary experience required

As Corporate Secretary, establish and evolve Board governance practices and processes, by providing strategic guidance, fostering collaboration and promoting transparency. You'll create structures and relationships with FCC management and the Board of Directors to ensure the Board is supported to operate seamlessly, make informed decisions and fulfill its oversight obligations accurately and efficiently. You'll also implement best practices to align the Board's operations with FCC's goals and long-term vision.

This position is designated bilingual (English and French), and the successful candidate must be able to communicate in both of Canada's official languages.

What you'll do:

- Oversee operations of the Corporate Secretariat team
- Lead governance and compliance for the Board by implementing innovative governance tools, technologies and processes
- Engage in strategic planning, reporting and Board development
- Facilitate clear and transparent communication between the Board and executive leadership
- Lead work with critical impact, including complex issues that have visibility throughout the corporation and externally
- Support executive leadership in maintaining a high standard of governance accountability, transparency and decision-making rigour
- Foster a culture of professionalism, innovation and continuous improvement
- Ensure compliance with all relevant legislation, policies and frameworks related to the Board's decision-making processes

What we're looking for:

- Strategic thinker with solid business judgment
- Relationship-builder with excellent interpersonal skills and the highest degree of professionalism, able to work with managers and Board members.
- Proven leader passionate about helping others succeed
- Analytical mindset with the ability to develop creative solutions

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What you'll need:

- A bachelor's degree in law, finance, business or commerce and at least 10 years of related experience (or an equivalent combination of education and experience)
- Extensive knowledge of Canadian corporate governance requirements and regulatory requirements for a federal Crown corporation
- Demonstrated track record of building high-quality relationships and working effectively with executive teams and Board members