

CLASSIFICATION JOB INFORMATION

SAP Job ID:	90004214
Position/Classification Title:	Governance Consultant
Pay Grade:	EC 08
Add-On Eligibility:	True
Standardized:	No
Inactive	No
Date Last Evaluated:	9/29/2021

JOB INFORMATION

Job/Working Title:	Governance Consultant
Department:	Executive Council Office
Division/Section:	Governance and Accountability Unit
Reports To (Position Title):	
Exclusion Status:	Excluded

OVERALL PURPOSE

Agencies, Boards and Commissions (ABCs) play a very important role for Nova Scotians. ABCs are created by government to provide advice and services in different areas, including health, policing, agriculture, education, culture, environment, transportation, professional regulation and more. ABCs include advisory committees and councils, corporate boards and adjudicative (quasi-judicial) bodies.

The Governance Consultant provides a key leadership role in the management and oversight of all ABC appointments across government through the provision of advice and guidance to ABC coordinators across government. The role also includes the processing of appointments, tracking and regularly reporting to Executive Council on ABC vacancies through review and management of the ABC database with ISD, working with departments to develop strategies to enhance recruitment of qualified board members, creating, maintaining and operating screening panels, training board members to fulfill their roles on ABCs, and training department ABC coordinators to effectively follow the rules and processes for appointing board members. The Governance Consultant will also provide advice to the Cabinet Advisor team at ECO on the issue of ABC appointments and will support the Executive Council Office's senior leadership team on matters relating to ABC appointments.

KEY RESPONSIBILITIES

On behalf of Executive Council, provides oversight to and manages all the steps in the recruitment and appointment processes for members of Adjudicative and Non-Adjudicative ABCs including tracking and screening of applicants and preparing the appointment submissions for Executive Council review and final approval. This includes completing Executive Council submissions for approval as well as tracking, monitoring and reporting to Executive Council on the status of vacancies for all government ABCs. Where appropriate, this includes flagging issues to Executive Council and identifying potential solutions to mitigate risks.

Develops and maintains processes, guidelines and procedural manuals to ensure effective and timely appointments to all ABCs, e.g., screening and selection guides, recruitment campaigns and forms for Executive Council. Develops a quality assurance process for developing and revising materials which involve engagement of ABC coordinators across government and board members.

Conducts research and analysis of the recruitment and appointment process, developing and leading a network of contacts from among other government departments and other jurisdictions. Prepares background and policy options papers, briefing notes and cabinet documents as necessary to support research findings and to make recommendations to the Secretary to the Clerk of Executive Council, Deputy Minister and Executive Council.

Develops and leads training of selection panel members, board members for various ABCs, and ABC coordinators across government ensuring they are well informed regarding the rules and guidelines they are required to follow. Regularly evaluates the efficacy of the training in achieving its intended outcomes and makes changes as appropriate.

Communicates with senior officials in the provision of advice, guidance and recommendations. On a regular basis liaises with the Secretary to the Clerk of Executive Council, Deputy Minister and Executive Council on issues related to the review, selection and appointment process. Makes recommendations throughout the process.

Manages corporate ABC database for all government ABCs. This involves ensuring the database meets the needs of Executive Council; ensuring ABC coordinators throughout government effectively maintain their information in the database; and inputting data into the database.

Appropriately handles confidential information.

May perform other related duties as assigned

In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

SCOPE

Contacts (Typical):	Within Government: Extensive contact with Premier's Office, Deputy Minister, ABC Coordinators within government. Outside Government: Liaises with Chairs/Vice Chairs of agencies, boards and commissions. Also liaises across Canada to ensure ECO is kept abreast of current best practices/protocols and processes and emerging trends.
Innovation:	To ensure a high quality of information is provided and informs the ABCs recruitment and appointment processes, the Consultant must be aware of legislative and statute requirements, ongoing and new issues related to the ABC appointment and recruitment processes. This involves keeping up to date on current legislation, ABC membership requirements, communications and other sources internal and external. Also, creatively problem-solve issues that may arise concerning the ABCs, implement solutions, and communicate effectively with all ABC coordinators, the Premier's Office and ABC board members. Devise ways to enhance to efficiency and effectiveness of the ABC system and network. She/he must be resourceful and influential to secure buy-in, build capacity, optimize provincial resources and demonstrate success in the development of new and innovative processes for ABC system collaboration and reporting.
Decision Making:	The position requires independent thinking in administration and leadership of the ABC recruitment, appointment and selection processes. Position works very independently. Must be able to prioritize workload and meet deadlines. The incumbent must regularly review the status of ABCs in the province, advise on the action to be taken, if any, and then quickly liaise with the appropriate persons. Decisions that must be referred: Legal issues and final decisions relating to placement of recommended appointments to ABC's. Kim
Impact of Results:	The timely and accurate response to all ABC processes and tasks is essential in ensuring efficiency and effectiveness in ABC recruitment, appointment and the administration of the agencies, boards and commissions. The ABC reporting and analysis process informs policy, legislation, processes, services and identifies gaps in the provincial system. Errors and inefficiencies are often public given the public nature of the process and the connection to the Human Resources Committee of the House of Assembly.

People Management:

	# Direct Resources Managed	# Indirect Resources Managed
Additional Information (if required):	This Job Reports to:	

	Director, Governance and Accountability Unit, Executive Council Office
	Job Titles and number of incumbents reporting to this job: (if applicable)
	N/A

LICENSES/CERTIFICATIONS

Data From Conversion:	N/A
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WORKING CONDITIONS

Physical Effort

Physical Environment

Sensory Attention

Psychological Pressures

Examples/ Additional Information:	
	<p>A Physical Environment</p> <p>Incumbent works in an office environment using a computer which involves intermittent distractions such as office noise, and interruptions from telephone calls and visitors.</p> <p>B Physical Effort</p> <p>On a daily basis, this work requires extended periods of sitting to read/review/edit documents, conduct analytical work, conduct business by telephone and attend meetings as required related to ABC tasks, related processes, etc. There is also a need to use a computer and keyboard for prolonged periods causing eye and muscle fatigue. Filing is done, requiring physical lifting and sorting through files.</p> <p>C Sensory Attention</p> <p>There is a regular need to concentrate on reading and editing documents for proper content, grammar; monitoring and evaluating the system as necessary, etc. The incumbent leads all ABC processes to ensure they achieve their stringent deadlines as well. Ability to quickly refocus on task despite continual interruptions.</p> <p>D Mental Pressures</p> <p>Excellent judgement and composure under pressure of multiple demands, tight timeframes, need for accuracy and conflicting priorities is required. Reassessment and reorganization of priorities and activities as dictated by the demands of the department. Must be able to analyze situations thoroughly and solve problems independently. Must have a high degree of professionalism, tact, and diplomacy, demonstrate a high level of confidentiality and sensitivity and exercise sound judgment when dealing with material of a highly confidential nature.</p>
Data From Conversion:	