



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

### About PEO

Under the authority of the *Professional Engineers Act*, Professional Engineers Ontario (PEO) licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mandate is to regulate and advance the practice of engineering to protect the public interest.

### Mandate

Since 2019 PEO has embarked on an ambitious journey of renewal, informed by both a regulatory and organizational review, to transform PEO into a modern regulator that delivers on its statutory mandate, supported by a governance culture that enables it to consistently make decisions that serve and protect the public interest.

The Council and Committee Coordinator position works under the general direction of the Manager, Governance and is responsible for administrative functions of the Secretariat, including supporting the Council and its governance committees and providing secretariat support for ad hoc committees, working groups and task forces as needed. The Council and Committee Coordinator is instrumental in ensuring that the intersection between governance and operations runs smoothly.

### Outcomes

- Effectively supports the Manager, Governance in ensuring smooth and effective operations of Council and its governance committees.
- Must be able to navigate complex and sensitive situations with tact, sound judgment and diplomacy.
- Must be able to apply policies and principles to factual situations and have a sense of process.
- Determines appropriate response to unprecedented questions and/or unique situations with consideration for PEO processes, precedence-setting and other factors.

### Responsibilities

- Provides effective support for Council and its governance committees, including full-cycle logistics for meetings and following up on action items.
- Manages information and documentation to support Council and committee operations from the preparation of draft materials to the compilation and production of final and consolidated agendas.
- Tracks draft agenda materials and works with departmental staff to ensure the timely submission of briefing notes, reports and presentations for distribution to Council and committees.
- Attends Council and committee meetings to take minutes and ensure that meetings run effectively.
- Provides procedural advice to Council and committee members as well as the public with respect to the business of Council and manages the dissemination of information resulting from Council and committee decisions.
- Develops and manages relationships with Council and committee members and departmental staff to meet the priorities of the department.
- Initiates, plans and carries out a variety of governance-related project assignments as directed.
- Supports other departmental and corporate functions and duties as required.

### Specialized Skills and Knowledge

#### Knowledge of:

- A comprehensive knowledge of the structures, protocols and practices of boards of directors, committees, including the policies, operations and procedures required to provide appropriate expertise and advice to ensure administrative and other requirements are met (required).



- Excellent understanding of the mandate of Professional Engineers Ontario, and the relationship between Council, its governance committees, PEO staff and other stakeholders.

**Skills and qualifications include:**

- Post-secondary education in political science, public policy, public administration, intergovernmental relations or a related field, or the equivalent combination of education, training or related 3-4 years' experience. Experience working with a professional regulator considered a definite asset.
- Excellent organizational skills with the ability to work independently and within a team environment.
- Ability to deal tactfully, courteously and effectively with Council and committee members, staff and the public.
- Ability to work well under pressure, adapt quickly to manage changing priorities, complete multiple assignments and function effectively in a high-volume workplace with multiple deadlines necessitating a high degree of accuracy.
- Excellent oral and written communications skills with an ability to communicate effectively with stakeholders including Council, senior staff and the public.
- Excellent computer skills, including proficiency in MS Office (Outlook, Excel, Word, PowerPoint, Teams, etc.)
- Availability to work a flexible work week including working evenings as required to attend Council, committee and other meetings.

To ensure the health and safety of our employees and visitors, all employees must be fully vaccinated against Covid-19 if their role requires in-person and/or on-site participation at our premises. This role is a hybrid role and will require in-person attendance.

In these times, we rely on a balance of on-site and virtual team meetings and management practices to support both performance and collaboration.

**If you are interested in this role, please forward your resume and cover letter (including salary expectations) to [peocareers@peo.on.ca](mailto:peocareers@peo.on.ca) by August 26, 2022.**

*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 will be contacted.*