

Employment Opportunity

Executive Director and Board Secretary

St. John's, NL

The Board of Commissioners of Public Utilities (Board) is an independent, quasi-judicial regulatory body operating in the province of Newfoundland and Labrador with responsibilities with respect to the regulation of public utilities, automobile insurance rates, petroleum products pricing, and motor carrier licensing in the province.

Reporting to the Chair and CEO, the Executive Director and Board Secretary provides leadership and strategic direction and has significant influence over all aspects of the operations of the Board. Under the direction of the Chair and CEO, the Executive Director and Board Secretary will:

- Be responsible for accounting and financial management, operational planning, information technology, communications and media relations, human resources, policy and strategic planning, consulting services, legislative reporting requirements and property management;
- Oversee and direct Board processes;
- Supervise staff and promote teambuilding;
- Maintain Board records and serve notices; and
- Communicate on behalf of the Board with stakeholders, media and other interested persons.

Education, Knowledge and Skills

Education and Experience

- An undergraduate degree supplemented by coursework in business, public administration, accounting, administrative law and/or communications. Professional qualifications/designation will be an asset.
- Minimum of 10 to 15 years of experience in an executive role, preferably with experience in a similar environment requiring dynamic leadership with ultimate responsibility in all areas of management of an organization.

Knowledge

The ideal candidate will have knowledge and experience in:

- Executive management, particularly in a government setting, including:
 - Strategic planning
 - Budgeting and financial reporting, including internal controls, operational risk, compliance, audit and/or other control related functions

- Policy and procedures development
- Human resource management
- IT management, including hardware, software and networking
- Facilities, logistics and records management
- Corporate governance principles and managerial best practices.
- Business processes and systems and regulatory responsibilities in an administrative body and familiarity with one or more of the industries regulated by the Board.
- Internal and external communications and media relations.
- Records and Document Management systems.
- Principles of administrative law.

Skills

The ideal candidate will have demonstrated leadership skills with excellent communication and interpersonal skills, including:

- Excellent communication skills, verbal and written.
- Demonstrated media relation skills including speaking to media.
- Superior planning and time management skills and the ability and willingness to effectively manage a wide range of tasks under time pressure while ensuring excellence.
- Successful track record in strategic planning, change management, and leading organizational priorities.
- Strong critical thinking, financial and analytical skills and problem-solving abilities.
- Effective and dynamic leadership skills with the ability to build and maintain strong relationships.
- Proficiency in relevant computer software(s) and office equipment, preferably Microsoft Office Suite and data analytics using Excel.

The Board offers an attractive compensation package that includes a competitive salary, comprehensive health and dental benefits and pension plan. The salary range for this position is \$107,463 to \$134,330.

We invite applications from all qualified individuals and the Board values diversity in the work place and is an equal opportunity employer.

Applications will be received in confidence. If you are interested in joining the Board's senior executive team, we welcome your application by email to ito@pub.nl.ca before 3:00 p.m., May 19, 2023.

Please take note that only those applicants selected for an interview will be contacted.