

Position: Governance Specialist
Location: Toronto, ON - RHRA operates in a hybrid working environment
Status: Full-time, Permanent
Reports to: Vice President, Strategy, Governance, and Administration
Salary: Salary range of \$75,000 - \$100,000 - commensurate with level of experience

The RHRA is seeking candidates for the role of **Governance Specialist**. Reporting to the Vice President, Strategy, Governance, and Administration, this position plays a key role in supporting RHRA's governance functions. The incumbent, working with internal staff and the external General Counsel, provides effective and efficient administration for all Board-related matters, including assembly of board materials, providing procedural governance advice and support to the Board and Board standing and ad hoc committees, and support to the CEO/Registrar in the interaction and communication with the Board and Committees. This position supports the Vice President, Strategy, Governance, and Administration in liaising with the organization's statutory officers. Coordinates activities with the General Counsel to ensure compliance with governance-related regulatory and legislative requirements and reporting.

The successful candidate will be well-versed in Board functioning and meeting administration and Governance Policy administration and excellence.

Key Responsibilities:

- Serves as staff resource for the Board and all standing and ad hoc Board bodies, providing corporate governance administration advice and support.
- Develops and maintains productive working relationships with Board Directors and manages frequent communications with the Board.
- Responsible for all aspects of Board and Committee meetings and agenda planning meetings; plans Annual Members Meeting in collaboration with other staff.
- Prepares Board and Committee annual calendars, workplans, meeting notices, agendas, speaking and briefing notes, resolutions, minutes and other products for Board leadership. Compiles and distributes Board packages, follows up on any outstanding agenda/action items.
- Ensures the General Counsel maintains minute book and Board records.
- Compiles Board and Committee meeting materials and follows up with internal sponsors on presentation content and other documentation for Executive as required.
- Develops, reviews and maintains Board policies and procedures.
- Manages the orientation process for new directors, plans and facilitates annual Board education session.
- Coordinates Board surveys, results compilation and assessment, and other Board and/or governance evaluation processes.
- Working with the Vice President, Strategy, Governance, and Administration and the Chief Privacy Officer ensures implementation of governance and privacy policies and procedures for the Board to ensure required legislative compliance. Manages corporate filings.
- Monitors the Memorandum of Understanding (MOU) to assure achievement of its purpose related specifically to all governance-related items.
- Contributes to and participates in all aspects of the MOU review and maintenance.

- Supports the Vice President, Strategy, Governance, and Administration by coordinating with management staff to complete all required reporting and meet all accountability requirements required to fulfill the MOU.
- Supports the Complaints Review Officer (CRO), and Risk Officer (RO) by providing a single point of contact to help with all administration related to items like appointment, annual review process, and regular governance reporting. Supports the Vice President, Strategy, Governance, and Administration in their work with the CRO and RO on the development of activity and any other relevant reporting to be provided to the Board.
- Supports the Board with their oversight of statutory officers by providing periodic information and/or reports; coordinating oversight activities such as performance discussions and appointment activities.
- Provides a platform for feedback to the Board from the RHRA on matters related to the statutory officers' execution and interaction with staff.
- Anticipates, manages, and coordinates the development and preparation of various reports, plans, and tracking metrics as required. Keeps track of any external recommendations/reports and coordinates assignment of actions and consolidated reporting for internal and external purposes. Advises Vice President, Strategy, Governance, and Administration of any delivery risks for key priorities and work and supports plans to resolve issues.
- Acts as a facilitator to create and sustain a co-operative and supportive work environment through the sharing of information, actively working with all staff to achieve optimal work performance with a high level of personal accountability and responsibility.
- As time and key responsibilities permit, may perform other special, administrative projects as required.

Minimum Qualifications:

- Bachelor's Degree in a relevant discipline.
- 6+ years of progressive, comparable experience, in a regulatory or similar environment (for example, public interest; not-for-profit; member-based); or an equivalent combination of education and experience.
- Understanding of the regulatory environment, processes and issues.
- Bilingualism is an asset (English and French).

Required Competencies:

- Comprehensive knowledge or the ability to quickly learn the RHRA's policies, procedures, and operations.
- Understanding of the business of a regulatory authority or body and its role in the industry.
- High initiative and self-management to work independently and with minimal supervision.
- Flexibility and adaptability to support the cyclical nature of Board and Committee work which may require additional hours or hours outside of regular work hours leading up to and during Board and Committee meetings and events.
- Ability to maintain confidentiality in handling highly sensitive information.
- Highly organized with exceptional time-management, planning and administrative skills to manage variable workloads, set priorities, and to complete other assigned duties with efficacy.
- Strategic thinking to identify needs, interpret intent, develop parameters, synthesize information and implement initiatives to enhance the Authority's efficacy.

- Ability to clearly and effectively communicate with others in written and verbal formats, providing a variety of information to staff and the Board of Directors, as well as other stakeholders.
- Ability to maintain confidentiality in handling highly sensitive information.
- High initiative and self-management to work independently and with minimal supervision.
- Proficiency in governance materials development and procedural protocols, or the ability to quickly learn these with support.
- Demonstrable flexibility and teamwork with the strong ability to exercise sound judgment, make decisions and problem-solve under pressure.
- Demonstrable professional, positive, and approachable attitude/demeanor, with the ability to build and maintain relationships with Ministry staff and other external stakeholders, Board of Directors, and internal staff.
- Computer proficiency utilizing Microsoft Office productivity tools.

The RHRA offers a great working environment, learning and development opportunities, work-life balance and, a competitive compensation and benefits package.

Other Requirements:

Satisfactory Professional and Criminal Reference Checks. RHRA currently operates in a hybrid work environment with the expectation of a minimum of being on site at the RHRA's Toronto Office on Wednesday of each week. Required office equipment (laptop, headset, softphone) will be provided. Please note that applicants who receive any conditional offer of employment from RHRA may be required to provide proof that they are double vaccinated with a COVID-19 vaccine approved by Health Canada as a condition of employment and to maintain their status as fully vaccinated as a condition of continued employment. RHRA will consider individual requests for accommodation by applicants who cannot be fully vaccinated due to grounds protected under the Human Rights Code.

*Interested candidates may submit their cover letter and resume to careers@rhra.ca by **February 17, 2025**. **Applications will be reviewed as received.***

RHRA has a diverse workforce and is an equal opportunity employer. We welcome and encourage applications from people with disabilities and, accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants; however, only those under consideration will be contacted.

The Retirement Homes Regulatory Authority (RHRA) has the mandate to license and inspect Ontario's more than 750 retirement homes where over 60,000 seniors live. The RHRA is an agent for positive change, by working with the retirement homes sector to increase the protection, safety and well-being of our aging population.

The RHRA administers the Retirement Homes Act, 2010, which involves licensing homes, educating licensees, consumers and the public about the standards regulating retirement homes, carrying out inspections of retirement homes, and taking compliance and enforcement action as needed. The RHRA's guiding principle is that a retirement home should be a place where residents live with dignity, respect, privacy and autonomy, in security, safety and comfort and can make informed choices about their care options.