

Competition: 18-05, Plan Board Specialist, Special Forces Pension Board
Position Type: Full-time, Permanent (Union) INTERNAL/EXTERNAL Posting
Classification: Technical Professional II
Salary Range: \$61,977.00 - \$74,749.00
Closing Date: Open until suitable candidate is found

The Special Forces Pension Plan (the Plan) is a defined benefit pension plan for municipal police in Alberta. Alberta Pensions Services Corporation (APS) provides administrative and member services to the Plan.

The Special Forces Pension Board (the Board) is a seven-member board appointed by the Government whose directors are nominated by Alberta municipal police employers and employees, and one member nominated by the Government.

Some of the Board's main responsibilities, as outlined in legislation and its Mandate and Roles Document, are setting the policy guidelines on investment and management of the Plan's assets and administration of the Plan, reviewing the actions of its service providers, APS and Alberta Investment Management Corporation (AIMCo), and seeking expert advice in order to make informed decisions regarding the Plan and discharge its legislated and fiduciary duties. For more information on the Board and its mandate, please visit the [Board section of the Special Forces Pension Plan website](#).

The Board is recruiting for a **Plan Board Specialist**. Reporting to the Plan Board Director, the Plan Board Specialist role is essential in providing specialized support and produces a wide range of documents for the Director and Board. Organizing, supporting and record keeping, including research, analysis, and preparation of substantive Board agendas and minutes are a large part of the position. To be successful in this position, the Plan Board Specialist must become well educated and informed on pension issues such as plan design, plan funding and investments, governance, communications, risk assessment and mitigation, actuarial reports, etc. The Plan Board Specialist must also hold a high level strategic focus together with a tactical, proactive approach at all times to successfully coordinate the many objectives and tasks assigned to the role. The successful candidate must work independently, but as a vital part of a small, dynamic, nimble and extremely busy team.

The position demands a full understanding of the Board's strategic priorities, its business plan and the actions required to support its objectives and outcomes. It requires a strong team skill set to synchronize all of the Plan elements managed by the Plan Board Director, Plan Board Manager and Specialists. Excellent writing and comprehension skills are vital as drafting briefing notes and minute/action item development are a large part of the job responsibilities. Board staff are a close-knit, highly collaborative group and therefore requires a Plan Board Specialist who thrives working in a team environment.

Qualifications:

- University Degree and two years directly related experience;
- Diploma with three to four years of directly related experience;
- Certificate and five to seven years of directly related experience; or
- Eight or more years of directly related experience.

PLUS:

- Working knowledge of Microsoft Office Suite (including Outlook, Word, Excel and PowerPoint);
- Working knowledge of Adobe Acrobat XI;
- Experience in Board meeting preparation and taking meeting minutes;
- Understanding of board governance;
- Knowledge of defined benefit pension plan design and legislative research; and
- Knowledge of specific benefits and pension plans/legislation is desirable.

Skills and Abilities:

- Excellent writing ability, strong editing and proofreading skills with an eye for both context and detail;
- Well-developed research skills with an understanding of how to gather data, analyze information and form conclusions to address current and future needs;
- Professionalism, with well-developed verbal communication skills. Superior client service skills with an ability to work collaboratively and cooperatively with diverse groups of people. Must be able to work independently toward team objectives as well as demonstrate strong work ethic;
- Builds collaborative relationships among team members, service providers and Board members in a complex environment, with many conflicting priorities;
- Superior organizational abilities and project management skills; must exhibit excellent time management skills with an ability to meet or exceed time-sensitive deadlines while producing high quality work product; and
- Strong analytical skills with the ability to examine situations quickly and/or thoroughly to make appropriate and responsible decisions without immediate supervision.

The successful candidate will belong to AUPE Local 118/013. Alberta Pensions Services will administer employee benefits, payroll and employment policies. Employment will be subject to the Collective Agreement, as well as APS policies. APS offers a comprehensive and flexible [benefit package](#).

How to Apply:

If you are interested in this position, please submit your resume to Human Resources at recruitment@apsc.ca. Each submission needs to clearly indicate the **competition number** of the position you are applying for and include a **cover letter with two writing samples** (preferably showing a range of your writing skills).

Please Note: Applicants may be asked to perform a writing test as part of the interview process. The successful candidate(s) will be required to undergo a security screening as a condition of employment.

Thank you for your interest in the Special Forces Pension Board. Only those candidates selected for interviews will be contacted.