



Competition: 18-07, Plan Board Specialist, Public Service Pension Board
Position Type: Full-time, Temporary 1 year (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 Public Service Pension Plan (the Plan) is a defined benefit pension plan for employees of the Government of Alberta, public agencies and specified universities. The Plan has over 80,000 active, deferred and retired members. Alberta Pensions Services Corporation (APS) provides administrative and member services to the Plan.

The Public Service Pension Board (the Board) is a six-member board, with three members nominated by the Government of Alberta and three members nominated by the Alberta Union of Provincial Employees. The Board's responsibilities include setting contribution rates for the Plan, setting policy guidelines on investment and management of the Plan's \$13.4 billion fund, recommending Plan rule amendments, setting policy guidelines on the administration of the Plan, and reviewing the actions of the Plan's service providers; APS and Alberta Investment Management Corporation (AIMCo). For more information on the Board and its mandate, please visit the [Board section of the Public Service Pension Plan website](#).

The Board is recruiting for a **Plan Board Specialist**. Reporting to the Plan Board Director, the Plan Board Specialist role provides specialized support and produces a wide range of documents for the Director and Board. Preparation of substantive written briefings and drafting correspondence, including research and analysis, is a large part of the position. The position is also responsible for drafting and preparation of Board meeting packages and minutes, meeting logistics, record keeping, day-to-day operational tasks, and other organizational and support functions as needed.

To be successful in this position, the Plan Board Specialist must become well informed on pension issues such as plan design, actuarial reports, plan funding, investments, governance, communications, and risk assessment and mitigation. The position also demands a comprehensive understanding of the Board's strategic priorities, its business plan and the actions required to support the Board's objectives and outcomes. The Plan Board Specialist must hold a high level strategic focus, together with a tactical and proactive approach to successfully coordinate the many objectives and tasks assigned to the role.

Excellent writing and comprehension skills are vital as drafting briefings, correspondence and minutes are a large part of the job responsibilities. The Plan Board Specialist is a vital part of a small, dynamic and busy team.

Qualifications:

- University Degree and two years of directly related experience;
- Diploma or Certificate and five to seven years of directly related experience; or
- Six or more years of directly related experience.

PLUS:

- Experience in meeting preparation and minute taking;
- Understanding of Board governance;

- Working knowledge of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat;
- 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 skills, with strong editing and proofreading skills for both context and detail;
- Well-developed research and analytical skills with an understanding of how to gather data, analyze information, and form and summarize conclusions;
- Good time management skills are necessary to meet time sensitive deadlines while producing high quality products;
- Strong organizational, planning, and project management skills;
- Professionalism and ability to work with confidential information in a complex environment;
- Effective client service skills and interpersonal skills: must be able to work with diverse groups of people and build collaborative relationships with team members, service providers and Board members;
- Must be able to work independently with limited direction or in a team environment as required; and
- Demonstrated ability to analyze situations and make appropriate decisions without immediate supervision.

The successful candidate will belong to the Alberta Union of Provincial Employees Local 118/013 and will be employed by Alberta Pensions Services Corporation to provide services to the Board. Employment will be subject to a collective agreement and APS policies. APS will administer employee benefits, payroll and employment 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 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 Public Service Pension Board. Only those candidates selected for interviews will be contacted.