

GOVERNANCE OFFICER
Governance and Board Services
H.J A. Brown Education Centre
5650 Hurontario Street, Mississauga, ON

Are you a governance professional with experience working with elected officials to set and achieve institutional goals? Does the Governance Officer role, providing expertise to ensure the efficient operation of the governance function of the Peel District School Board, sound like a match for your interests and expertise? Can you act on behalf of the Director of Education to ensure all aspects of the Secretary of the Board function, as mandated by provincial legislation, are carried out? As the Governance Officer, are you ready to provide leadership and supervision to the Governance team in the Legal and Governance Services Office to deliver excellent management of Board services? Can you assist school board Trustees in their decision making to create and monitor policy that focuses on student well-being and success and honours commitment to community engagement, innovation and equity? Are you willing to contribute to building an environment of collaborative professionalism? Can you assist the Board in strengthening its relationships with its many diverse stakeholders so that policy decisions reflect the views of the community? Are you committed to supporting the Board's work in advancing equity and inclusion by fighting racism and oppression experienced by students, communities and staff? If so, you may wish to apply to become the Governance Officer, Governance and Board Services, of Peel District School Board, Canada's second largest School Board.

The Peel District School Board (PDSB) is dedicated to the achievement and well-being of each student. Every day, staff members are privileged to serve approximately 157, 000 students in 250 schools throughout Peel District School Board, and families of communities as richly diverse and inspiring as any in the world. PDSB understands that everything it does should empower each child to achieve to the best of his or her ability. PDSB is currently undergoing a necessary transformation in order to confront and dismantle systemic racism. PDSB's aim is to create inclusive and supportive learning environments for all learners, where each student is respected, inspired and engaged in their learning. This is a continuous journey, where, in the coming years, the Board and its leaders will continue to make bold changes and be accountable for progress in disrupting discrimination and dismantling racism and oppression.

The PDSB is a racially, culturally, and linguistically diverse board. In PDSB, 87% of students are racialized, non-white, representing 162 different ethnic backgrounds. Students in Peel have 121 different first languages. Student diversity also exists in terms of gender and gender expression, sexuality and in terms of ability and faith. A responsive and empathetic understanding of the lived experiences of the students and communities PDSB serves is vital to those who will take on leadership roles within the PDSB. This role requires commitment to the growth and improvement of public education and the renewal

of public confidence in the PDSB as the system works to address the Directives set out in the Ministry of Education Report, March 2020.

Job Overview:

Reporting to the General Counsel, Legal and Governance Services, the Governance Officer works closely with the Director of Education and the staff in the Director's Office to provide expertise to ensure the efficient operation of the governance function of the Board.

The Governance Officer will act on behalf of the Director of Education to ensure all aspects of the Secretary of the Board function, as mandated by provincial legislation, are carried out. The Governance Officer provides leadership and supervision to the Governance team in the Legal and Governance Services Office to deliver excellent management regarding Board services including but not limited to support at Board and Committee meetings as appropriate, the coordination, communication and management of agendas, Board and Committee minutes, guidance, and advice on the Board By-laws to Trustees and staff. The Governance Officer will work collaboratively with stakeholders to ensure good governance practices and engagement as mandated by applicable legislation and by-laws. Additionally, the Governance Officer will promote excellent working relationships and cooperation among the senior leadership team, the Board of Trustees, students, parents, and community members contributing to public confidence in the Board. The Governance Officer will consult with the Board's Integrity Commissioner as needed to guide the Board of Trustees in upholding and enacting the principles of good governance which supports the Board of Trustees' focus on strategic policy initiatives and the mission of the Board to "inspire success, confidence and hope in each child."

Key responsibilities include:

- Ensuring the Board of Trustees is focused on their broad obligations and responsibilities in order to keep the best interests of the students and communities and the system as a whole in the forefront of their decision making.
- Providing a significant focus on assisting Trustees in their work in building and maintaining invitational connections with the diverse communities in the Peel DSB as they serve their constituents and develop policy for system implementation that addresses the needs of diverse communities.
- Supervising the coordination of activities related to trustees and trustee/community relations.
- Developing and delivering the orientation and training program for Trustees by providing for a comprehensive orientation for newly elected trustees plus ongoing professional development and governance advice and support for the whole Board as part of their professional learning and development. This will require a focus on how the Code of Conduct responsibilities intersect with Human Rights obligations.
- Understanding the gaps in governance knowledge and being flexible enough to provide the appropriate instruction and coaching such as focused training to respond to group or individual needs. Monitoring to ensure ongoing and emerging needs are met.
- Assisting Trustees in understanding and carrying out their roles and the parameters surrounding Board debate and decision making
- Demonstrating deep commitment to equity, inclusion and anti-oppression and actively dismantling racism and oppression by working with the Board of Trustees to recognize, name and disrupt racist, discriminatory policies and practices in order to fulfill the mandate set out in the Ministry of Education's report on the PDSB released on March 13,2020
- Working with other senior staff, the Governance Officer ensures that the following expectations are met:
 - Diversity and inclusion highlighted, in writing, throughout the new Bylaws, in all of the Governance Directives, which include Trustee Committees, as well as in the new Delegation and Community Engagement Directive are followed.
 - The Board and its trustee committees will involve the community in decision making and will base all decisions on the principles of equity, inclusivity and anti-racism, using equity, human rights, anti-Black racism and anti-Indigenous racism analysis and working from an

analytic framework encompassing principles of intersectional equity, human rights and combatting anti-Black and anti-Indigenous racism, anti-Semitism, Islamophobia and hate.

- Supervision of Governance team in the Legal and Governance Services Office including developing and implementing a succession plan for the department.
- Identifying and adopting technological solutions to execute the Director's responsibilities as Secretary of the Board and facilitate effective provision of timely, relevant information for robust decision making.
- Providing governance advice to the Director of Education and senior team to facilitate their roles in support of good governance and assisting the Senior Team in understanding the role of trustees in partnership rather than seeing them as a barrier. Consistently working towards the understanding among Trustees and Senior Staff of the two roles and the significance of collaboration where possible.
- Helping to identify proactively political issues that are going to arise, and managing those issues by problem-solving, troubleshooting, and mitigating risk.
- Building capacity for partnership by assisting the Board of Trustees and Senior staff in establishing role clarity and ensuring good governance practice that focuses elected officials on policy and staff on policy implementation and operations.
- Strategically analyzing issues and developing recommendations, strategies, and options for senior management to effectively respond to governance issues.
- Ensuring timely and accurate information is prepared to provide to senior staff regarding Board decisions and requests for action following Board and Committee meetings.
- Supporting the policy approval process as the Governance Officer serving as not just a keeper of the records but also overseeing documentation of the records of the Board and committee meetings and establishing processes to facilitate retrieval of records and research regarding Board decisions and policy.
- Serving as a guide for reasonable compliance with Board governance protocols and a monitor of impact on students and staff and members of the community.
- Striving for constant fine-tuning, most up-to-date thinking and promising governance practice to support good decision making which connects effective policy to issues and issues to policy.
- Clarifying the differences between responsibilities for policy development and for implementation
- Overseeing the Board policy development and supporting the work of the Governance and Policy Committee
- Managing the board governance transitions and the continuity between successive Board and Committee Chairs.
- Managing the Trustee Determination and Distribution Process as defined by the Ministry of Education.
- Managing all aspects related to Municipal Elections.
- Ensuring the operation of access to information in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Liaising between the Board's Integrity Commissioner and General Counsel on matters that arise related to the Trustee Code of Conduct, the Governance Officer will, as needed, work to enhance the Peel DSB's capacity to foster a culture of Human Rights and support the establishment and maintenance of respectful governance environments.
- Working with the General Counsel in developing and managing the department's budget.
- Attending all Board meetings in support of the governance and other Committee meetings as required.

Qualifications and Expertise:

- A bachelor's degree in Public Administration, Law, or a related discipline.
- Seven years of administrative experience at least three of which must be in a governance setting (school board, college, university, provincial or municipal government, hospital or other public sector environment) supporting a Board of Governors/Directors/Trustees.

- Working knowledge of the Education Act, Municipal Freedom of Information and Privacy Act, Municipal Elections Act and Municipal Conflict of Interest Act.
- Working knowledge and understanding of Ministry Directives to the Peel District School Board, understanding of bylaws and Governance Directives, related legislation, policies, and procedures within publicly funded systems. Knowledge of a school board context is an asset.
- Extensive knowledge/experience regarding policy development and analysis.
- Good understanding of organizational records management.

Leadership Profile:

- Strong political acumen.
- Demonstrated ability to handle matters requiring high levels of diplomacy, sensitivity, and confidentiality.
- Impeccable personal integrity.
- Calm, rational leader with mediation skills.
- Resourceful problem solver.
- A bridge builder and connector.
- Proven ability to communicate effectively (both orally and in writing) with Trustees, community members, parents, students, staff and external organizations.
- Previous supervisory experience with a proven record of effective leadership.
- Ability to be a catalyst for the growth of others and to lead a team in capacity building.
- Significant experience with multi-year strategic planning and project management.
- Highly developed presentation and facilitation skills.
- Knowledgeable about technological solutions.
- Demonstrated knowledge and commitment to equity, defeating anti-Black racism and oppression in all its hateful forms.
- Commitment to confidentiality.

Special Requirements:

- Must be available to work evenings and weekends sometimes with minimal or no notice in order to meet service requirements.
- Occasional travel across PDSB.

Commitment to Equity, Anti-Oppression and Anti-racism

The Peel District School Board is committed to equity in employment. We are committed to equitable hiring practices that allow us to hire qualified staff who reflect the full diversity of the Region of Peel. We will provide reasonable accommodation (e.g., an accessible location, rescheduling of interviews that fall on Days of Significance etc.) based on any of the human rights protected grounds, during the hiring process if advised in advance.

We are also committed to inclusion, anti-oppression and anti-racist practices while also supporting the continuous growth and development of an equitable and empowered education system at the PDSB.

Criminal Background Check

Successful candidates must provide a satisfactory Criminal Background Check prior to commencing employment. Please review the requirements at the [CRC](#) link.

Recruitment Process

We appreciate the interest of all applicants, but will only be contacting candidates whose skills, experience and qualifications best meet the requirements of the position.

To apply for this position in the Peel District School Board, submit your cover letter and resume by August 25, 2021. Please reference the PDSB Governance Officer in the subject line of your email.

The Peel District School Board

The Peel District School Board is committed to equity in employment. The Board is committed to equitable hiring practices that allow it to hire qualified staff who reflect the full diversity of the Region of Peel. We will make any reasonable accommodation, based on any of the human rights protected grounds, to support candidates to participate in the hiring process.

Land acknowledgement

We would like to acknowledge that the Peel District School Board's HJA Brown Education Centre is located on Treaty 13A of The Mississaugas of The Credit First Nation. We are grateful to The Mississaugas of the Credit First Nation as the caretakers of this land and recognize the benefits we receive from this land. We also acknowledge and give thanks to the First Nations, Inuit and Métis Peoples who have walked before us. This land continues to be home for First Nations, Inuit and Métis Peoples, many who are students in Peel schools.

We are all Treaty People. Treaties are promises to protect and share the land. As we all mutually benefit from this land, we must remember that we borrow land from future generations.

Joan M. Green & Associates/LBCG

We are mindful of the importance of championing diversity amongst candidates. The project team is fluent in current diversity, inclusion, and anti-oppression practices. We are committed to ensuring a respectful and inclusive recruitment process.

Accommodation Statement:

Joan M. Green & Associates/LBCG fosters a culture of inclusion. We will make any appropriate accommodation based on any of the protected grounds in the Human Rights Code to support candidate participation in the recruitment and selection process. All candidates will be provided with an understanding of the expectations and requirements of the process, in order to ensure full participation of all qualified candidates.

Together with LBCG, Joan M Green and Associates make the following acknowledgement with respect to Reconciliation with Indigenous Peoples:

With humility and in the continuing spirit of being active participants in the reconciliation of Canada and the Indigenous Peoples of the land, we acknowledge that we are working and living on the traditional territory of many nations including the Mississaugas of the Credit River, the Anishnabeg, the Haudenosaunee and the Huron-Wendat, which today is home to many diverse First Nations, Inuit and Métis peoples. As a firm and individually, we are educating ourselves to know and understand the Truth and participating with Indigenous colleagues to play our part in advancing Reconciliation.