

# Senior Advisor, Corporate Governance and Agency Accountabilities

## Corporate Affairs, Strategic Policy and Planning Division

**Position Term:** Contract (18 months)

**Wage Range:** \$47.84 - \$59.79 per hour

**Location:** Toronto, ON

The **Alcohol and Gaming Commission of Ontario (AGCO)** is responsible for regulating the alcohol, gaming, horse racing and private cannabis retail sectors in accordance with the principles of honesty and integrity, and in the public interest.

The **Senior Advisor, Corporate Governance and Agency Accountabilities** will play a critical role in the advancement and achievement of the corporate governance function, including supporting the work of the AGCO to meet government requirements. The position will provide leadership, coordination, analysis and advice to support the agency and Board of Directors' responsibilities related to good governance, oversight, strategic development, legislated accountabilities and reporting requirements.

Reporting to the Senior Manager, Board Relations, your responsibilities will include:

- Advancing the corporate governance function across the agency by fostering strong divisional relationships and providing comprehensive research, writing, analysis and strategic advice.
- Supporting the agency and AGCO Board of Directors' responsibilities related to good governance, oversight, strategic development, legislated accountabilities and reporting requirements.
- Leading the design and implementation of change management strategies and internal engagement plans as it relates to fostering an agency-wide understanding of corporate agency governance and compliance.
- Leading and managing policy and program implementation to advance a variety of projects and agency accountabilities.
- Supporting the coordination and execution of activities supporting the work of the AGCO Board, ensuring effective and efficient processes and strategies.
- Providing support to other program areas in the Department and Branch to ensure the ongoing effectiveness and efficiency of both.

### The ideal candidate will have:

- Significant experience interfacing with senior management, boards of directors, external stakeholders and partners.
- Strong political acuity, interpersonal, diplomatic and negotiating skills, and ability to exercise discretion and judgment.
- Knowledge of stakeholder relationship management principles and practices.
- Extensive knowledge of the governance structure of Crown corporations, including agency accountability practices and reporting processes and structures.
- Understanding and knowledge of government finance and administration processes, programs, policies and directives.
- Exceptional interpersonal and communication skills (written and verbal).
- Solid planning, communication, decision-making, and problem-solving skills.
- Professional experience in program development, management and delivery and/or project management.
- Minimum 5 years' experience in public policy, corporate governance and/or stakeholder relations or related experience, ideally in a public sector and/or regulatory setting.
- Bachelor's degree in public administration, political science or a related field. Professional degree in

public administration, law, or business an asset. Certification in project management also an asset.

**NOTE:** The AGCO/iGO has a mandatory COVID-19 vaccination policy that requires all staff, including prospective new employees, be fully vaccinated by a Health Canada-approved COVID-19 vaccine. Individuals with valid medical or other human rights-based exemptions will be considered for appropriate accommodation within the policy.

The successful candidate must be eligible to work in Canada and will be subject to a criminal background check.

**To apply to this vacancy, please submit your application online at our Careers Webpage, located at [www.agco.ca/careers](http://www.agco.ca/careers), by Wednesday, October 6, 2021.**

*The AGCO is an inclusive and equal opportunity employer.*

*The AGCO has the responsibility to lead by example in advancing racial equity and to build a diverse, inclusive, accessible and respectful workplace where every employee has a voice and the opportunity to fully contribute. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application including, but not limited to, individuals identifying with one or more of the under-represented groups identified within Ontario's Human Rights Code.*

*Disability-related accommodation during the recruitment process is available upon request.*

[www.agco.ca](http://www.agco.ca)

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