



# Search Profile

Director, Governance & Board Services

**Saskatchewan Worker's Compensation Board**

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## THE ORGANIZATION

The Workers' Compensation Board of Saskatchewan is constituted by *The Workers' Compensation Act, 2013* (the "Act") which describes the basic elements of the WCB governance framework and details of the worker compensation system. The Saskatchewan Workers' Compensation Board (i.e., SWCB) is governed by a three-person, full-time Board of Directors (BofD) that is appointed by the Lieutenant Governor in Council. The Act also provides that the Board is to appoint a Chief Executive Officer (CEO) who is to be the WCB's Chief Administrative Officer. The CEO, together with the WCB staff, are responsible for the WCB's operations and administration. A Minister of the Government of Saskatchewan is assigned responsibility for the administration of the Act. The Act provides that the WCB shall report annually to the Minister in accordance with the regulations.

The SWCB Board believes that a strong governance framework is necessary to ensure that it fulfills its responsibilities to workers and employers in the most effective manner. As a result, the Board is committed to ensuring that its governance structures and activities reflect sound governance principles.

The Board Members fulfill their responsibilities directly and also through an Audit Committee, an Investment Committee and a Transformation Oversight Committee to which the Board delegates certain responsibilities. The responsibilities of each Committee are set forth in Committee charters describing the purpose, composition, processes, and specific duties of each Committee. The establishment of these Committees ensures that the important specialized functions described in the Committee charters receive focused attention, employing best practices and with needed external expertise.

The WCB governance structure and practices recognize that effective governance requires clear role identification and effective working relationships between the Board Members, on the one hand, and the CEO and the WCB management on the other. Optimal governance and Board performance can be achieved by ensuring that each of those two groups is organized to perform its role and that, taken together, the conduct of the Board Members and management achieves WCB's policy objectives in the most effective manner possible. The current practices is for the board to decide the WCB's broad strategic imperatives. It also makes certain that WCB operations and financial performance have the proper oversight. This requires board members to:

- Provide long-range objectives and policies.
- Recommend legislative change to the provincial government.
- Safeguard the WCB's resources and assets.
- Monitor the WCB's performance.
- Report to stakeholders.
- Hear and decide final appeals on employer classifications or injured worker compensation and benefit decisions.

The Board and its Committees are focused on the continuous improvement of its governance practices. To that end the Board and each Committee regularly reviews its governance practices to be sure that they continue to meet statutory obligations, stakeholder expectations and evolving governance standards. Board Director education continues to be an important element of the continuous improvement journey.

Learn more about the Saskatchewan Workers' Compensation Board by visiting: [www.wcbsask.com](http://www.wcbsask.com)

## THE OPPORTUNITY

<b>Job Title:</b>	Director, Governance & Board Services
<b>Reports to:</b>	Chair and Board Members
<b>Direct Reports:</b>	One (1): Team Leader, Board Services (9 indirect reports)
<b>Location:</b>	Regina, SK

## THE MANDATE

This position reports to the Board Members through the Chairperson (Chair) and is accountable to advise the WCB Board on best practice governance processes, participate in the analysis of Board policies and the Board's strategic plan, and direct all activities associated with the Board Services area. Board Services provides support to Board Members in the administration and management of the Board tribunal appeal process and related projects.

### Key Accountabilities

- Provides leadership and expertise with respect to governance processes. Advises the Chair and Board Members on meeting conduct, rules of order, potential conflict(s) of interest and conduct pursuant to the governance structure.
- Participates in the analysis of Board policies. Researches, identifies risk, and provides input and advice to the Chair and Board Members as appropriate.
- Participates in the strategic planning and reporting process; develops departmental business plans and tracks/reports on outcomes.
- Directs the activities of departmental staff and delegates work as appropriate. Manages other administrative responsibilities as required.
- Provides legal opinions to support the Board and Board Services appeal processes and provides related analysis and reporting at the Board level.
- Supports the development of process excellence and a continuous improvement culture within the department through participation in the daily management system, process improvement initiatives, project management, Unit Review Team meetings, development of effective process and performance metrics, review of Board Services scorecards, development of standard work, participation in status exchanges, improvement huddles, structured problem solving and corporate strategic alignment and integrated planning.
- Conducts research and/or sources legal opinions on a variety of issues; provides independent analysis and advice and acts as a key resource with respect to legal matters. Facilitates discussion and/or manages the process as required.
- Contributes to the overall effectiveness and efficiency of the Board by undertaking research and special projects and responding to inquiries as requested by the Chair and Board Members in a thorough and timely manner.
- Prepares and manages the Board Members budget and approves the Board Services department budget. Prepares variance explanations for the Board Services budget as required.
- Develops and maintains effective working relations with internal and external individuals and groups as determined by the Chair and the Board of Directors.

- Keeps current on best practices (e.g., appeals process, Board governance), legislation (e.g., FOIP, human rights, labour standards, privacy legislation, case law, etc). Provides independent interpretation and advice to the Chair and Board Members.
- Prepares detailed reports, discussion papers, briefing notes, presentations and other materials as requested by the Chair and the Board Members.
- Provides a comprehensive orientation to the Chair and Board Members new to their role (e.g., governance, strategic direction, stakeholder relations, etc). Facilitates annual review of Chair and Board Member Orientation Manuals.
- Contributes to the task of enhancing and protecting the image of the Saskatchewan Workers' Compensation Board with all its stakeholders.
- Performs other related functions as required.

### **Opportunities and Challenges**

- Influence and impact the top strategic business and risk priorities for SWCB.
- Provide transformational leadership that modernizes WCB customer service delivery, focusing on injured worker recovery, disability prevention, and return to work.
- Connect with thought leaders and best-practice organizations and lead thoughtful application of governance to SWCB where appropriate, to capture potential value and mitigate risk.

### **Attractions**

- Join an organization that is passionate about disability prevention, workplace health and safety and Mission: Zero mandate.
- Play a significant role which will positively impact worker and employer experience and outcome.
- Opportunities for personal growth and development.
- Be a part of a Board Governance team that strives to create a culture and work environment that provides purpose and meaning for their people, enabling staff to attain their collective vision, engaging them in identifying opportunities to improve their processes and ultimately empowering them to make meaningful changes in service of the Board and WCB constituents.

## **FIRST YEAR DELIVERABLES / MEASURES OF SUCCESS**

### **Success in the first year will be determined by the candidate's ability to:**

- Quickly establish the trust of the Board and the Board Chair through the demonstration of maturity, commitment to deliverables, accuracy of information provided, and an appropriate level of attention to detail.
- Build effective, collaborative relationships with the Board, the CEO, other executive team members, and other key stakeholders.
- Champion and support the SWCB's ongoing continuous improvement of SWCB Board Governance and Board services policies and practices.
- Integrate into the role in a manner to ensure effective Board support through the transition with the retiring Director.

# CANDIDATE PROFILE

The successful candidate will have the following:

## Education

- Bachelor of Laws (LLB) or Juris Doctor (JD) registered in Saskatchewan (or eligible) is required.
- A university degree or certification relevant to best practices in board governance and administrative tribunals, would be valued.

## Experience

- Experience working with senior level leadership teams, Boards and/or administrative tribunals.
- A solid understanding and demonstrated expertise with respect to the governance processes and best practices is required.
- Experience with interpreting legislation for the purpose of establishing comprehensive Board policies and procedures is necessary.
- A thorough knowledge of the principles and methodologies with respect to the Workers' Compensation Act, 2013 and other legislation with an emphasis on personal injury entitlement is an asset.
- Recent administrative law experience would also be an asset.
- The incumbent must be eligible to establish and maintain membership in both the Foundation of Administrative Justice and the Canadian Council of Administrative Tribunals.
- Equivalent combinations of education and experience may be considered.

## Attributes

- **High Achievement Orientation:** taking the initiative to set challenging goals for the organization and achieving them after having strategically analyzed the options.
- **Co-operation & Organizational Teamwork:** Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.
- **Customer Service Orientation:** Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.
- **Interpersonal Skills:** Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
- **Impact and Influence:** Gaining others' support for ideas, proposals and solutions, and getting others to take action to advance work objectives.
- **Team Leadership:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Problem Solving/Decision Making:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Strategic Orientation:** plans actions to fit strategy and external events.
- **Organizational Awareness:** possesses the acumen to understand, appreciate and successfully utilize the formal/informal roles, relationships and structures within the SWCB in order to address reasons for organizational behavior or the underlying challenges and opportunities affecting the organization.
- **Conceptual Thinking:** ability to identify, conceptualize, and solve intricate problems.

## Competencies

- Governance
- Analysis and Interpretation of Legislation, Policy & Procedures
- Communications (Oral/Listening/Written)
- Decision Writing
- Research and Analysis
- Case Management Principles/Processes
- Accounting Principles/Processes
- Business Continuity Planning
- Appeals/Tribunal Process

## EQUAL OPPORTUNITY

Saskatchewan Worker's Compensation is committed to equity, diversity and inclusion and recognizes that a diverse team benefits and enriches our work and is essential to operational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at time of application. In accordance with provincial legislation, accommodation will be provided by Optimum Talent and Saskatchewan Worker's Compensation throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities. All qualified candidates are encouraged to apply.