



## **Director (Federal Representative – Part-time)**

### **Appointment Opportunity**

*We know that our country is stronger — and our government more effective — when decision-makers reflect Canada’s diversity. The Government of Canada has implemented an appointment process that is transparent and merit-based, strives for gender parity, and ensures that Indigenous peoples and minority groups are properly represented in positions of leadership. We continue to search for Canadians who reflect the values that we all embrace: inclusion, honesty, fiscal prudence, and generosity of spirit. Together, we will build a government as diverse as Canada.*

*The overarching goal of the Minister of Transport is to ensure that Canada’s transportation system supports our ambitious economic growth and job creation agenda. The Government of Canada is currently seeking applications from diverse and talented Canadians from across the country who are interested in the following:*

### **Nanaimo Port Authority**

The Nanaimo Port Authority has the mandate to administer, control, and manage the harbour, waters and foreshore of the Georgia Strait in an area adjacent to Nanaimo, British Columbia. The port strives to be competitive and continue its role as a catalyst for improvement of the Nanaimo waterfront.

The directors of a port authority shall have generally acknowledged and accepted stature within the transportation industry or the business community and relevant knowledge and extensive experience related to the management of a business, to the operation of a port or to maritime trade.

The board of directors is comprised of representatives appointed by the federal, provincial and municipal governments, and is broadly responsible for setting the strategic direction for, and overseeing the conduct and operations of the port authority. The board of directors appoints the port authority’s chief executive officer, monitors management’s performance, ensures internal controls are in place to manage risks associated with the port authority’s business, and oversees the port authority’s finances and accuracy of financial reporting.

Further details about the organization and its activities can be found on the Nanaimo Port Authority Website at [www.npa.ca](http://www.npa.ca)

Candidates must apply online by **11:59 p.m. Eastern Time on March 12, 2018**, via the Governor in Council website: <https://appointments.gc.ca>. Your cover letter should be addressed to the Deputy Director of Selection Processes, Senior Personnel Secretariat, Privy Council Office, and should be sent only through the online application.

## **Official Languages and Diversity**

The Government of Canada will consider bilingual proficiency and diversity in assessing applicants. You are therefore encouraged to include in your online profile your ability to speak and understand your second official language. Preference may be given to applicants who are members of one or more of the following groups: women, Indigenous peoples, persons with disabilities, and members of a visible minority group.

*To be considered, please ensure that the information provided in your curriculum vitae and cover letter clearly demonstrate how you meet the following requirements:*

## **Education and Experience**

- A degree from a recognized university in a relevant field of study, or an acceptable combination of equivalent education, job-related training or experience;
- Experience serving as a member of a board of directors for a public or private sector organization, or as a senior executive answerable to stakeholders in the public or private sector;
- Experience in the transportation sector or business community (preferably marine); and
- Experience in one or more of the following areas would be considered an asset: project management, engineering, marine or rail transportation, public relations, law, communications, community relations, and stakeholder engagement.

*If you move on to the next stage of the selection process, the following criteria will be assessed:*

## **Knowledge, Skills and Abilities**

- Knowledge of the mandate and business activities of the Nanaimo Port Authority and a good understanding of the legislative environment in which it operates;
- Knowledge of the local Indigenous context;
- Knowledge of corporate governance and best practices;
- Knowledge of human resources management;
- Financial literacy;
- Knowledge in one or more of the following areas may be required:
  - operation of a port;

- international trade;
- law;
- project management practices;
- accounting designation, finance, business administration, commerce or economics;
- real property management and real estate;
- political expertise;
- strategic planning;
- information technology and cyber security in a marine environment; and
- innovation.
- Ability to anticipate emerging issues and lead organizational change;
- Ability to develop effective working relationships with other board members, the port authority's business partners and stakeholders;
- Ability to develop and maintain effective working relationships with local Indigenous groups; and
- Superior communication skills, both written and oral.

## Language Requirements

Proficiency in both official languages would be preferred.

*If you move on the next stage of the selection process, we will contact your references to confirm that you meet the above selection criteria and that you possess the following **Personal Attributes**:*

- Sound judgment
- High ethical standards and integrity
- Superior interpersonal skills
- Tact and diplomacy
- Strategic thinking

## Eligibility Factors and Conditions of Employment

*In your application, it will be important that you confirm you meet the following requirements:*

- The *Canada Marine Act* stipulates that the following individuals may not be directors of the Nanaimo Port Authority (statutory):
  - a. an individual who is a mayor, councilor, officer or employee of a municipality mentioned in the letters patent;
  - b. an individual who is a member of the legislature of a province, or an officer or employee of the public service or of a Crown corporation of a province, mentioned in the letters patent;
  - c. a Senator or a member of the House of Commons;
  - d. an officer or employee of the federal public administration, a federal Crown corporation or a port authority;

- e. an individual who is not a resident Canadian, as defined in subsection 2(1) of the *Canada Business Corporations Act*;
  - f. an individual who is a director, officer or employee of a person who is a user of the port;
  - g. an individual who is under eighteen years of age;
  - h. an individual who has been declared mentally incompetent by a court in Canada or elsewhere; or
  - i. an undischarged bankrupt.
- You reside in Nanaimo or within reasonable travelling distance from Nanaimo.
  - The successful candidate must be willing to participate in a schedule of board of directors meetings as stipulated by the Nanaimo Port Authority, as well as any requirements for participation in sub-committees, annual general meetings or other such duties as may be required.

*If you are appointed to this position:*

Appointees must comply with the *Ethical and Political Activity Guidelines for Public Office Holders* throughout their appointment as a term and condition of employment. The guidelines are available on the Governor in Council Appointments website, under forms and reference material.

All appointees will be subject to the *Conflict of Interest Act*. For more information, please visit the Office of the Conflict of Interest and Ethics Commissioner's website.

A link to this notice will be placed in the *Canada Gazette* to assist the Governor in Council in identifying qualified candidates for this position. It is not, however, intended to be the sole means of recruitment.

A roster of qualified candidates may be established and may be used for similar opportunities.