



INTERNAL JOB POSTING  
July 16<sup>th</sup>, 2019

Manager, Government and Election Services  
Full-time Contract Position

The University Students' Council of the University of Western Ontario (USC) is seeking a Manager, Government and Election services for the Advocacy and Government Services department on a full-time basis for a 1-year contract. There is potential for this position to be extended to a permanent role. This job will be subject to a job evaluation within the contract.

Reporting to the Senior Manager, Advocacy and Government Services, the successful candidates' main role is to be the government expert at the USC by providing guidance and direction on all work related to USC By-laws, Policies and Procedures. This position will also be responsible for ensuring that each councilor on the USC is trained, and has a legislative plan for their year on council. In addition, this position will work with the governance team to ensure all logistical work is completed in order to conduct the 8-10 council meetings throughout the year. This position will oversee the Speaker of Council, the Chief Returning Officer and the Deputy Returning Officer.

The ideal candidate will have experience in student politics, as well as municipal, provincial or federal politics. In addition, they must have a willingness to be directed by young leaders, as well as experience in providing guidance on ways to approach and solve problems. The ideal candidate will also have the ability to track multiple projects over a long term cycle as well as experience in interpreting a set of rules and enforcing them amongst a large group.

The successful candidate will have a University Degree, preferably in Corporate Governance or Corporate Policy Making. 2-3 years' management experience as well as experience working in a corporate governance role is preferred.

Hours of work are 8:30-4:30 PM from Monday to Friday however these hours are subject to change due to fluctuating operating hours. During peak periods the hours of work may be adjusted to accommodate increased work load. Occasional overtime may be required.

Please forward resume and cover letter for review by July 26<sup>th</sup>, 2019 at 4:30 p.m. to:

*USC People and Development*  
*University Students' Council of The University of Western Ontario*  
*Room 340, UCC Bldg. London, ON N6A 3K7*  
*FAX: (519) 661-2094: [applications@westernusc.ca](mailto:applications@westernusc.ca)*

Please note: The Corporation is currently accepting resumes from USC Bargaining Unit Employees and other internal applicants as per the Collective Bargaining Agreement. Only those deemed qualified will receive notification of an interview.

*The University Students' Council of the University of Western Ontario is an equal opportunity employer.*

*The University Students' Council of the University of Western Ontario is an equal opportunity employer. The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.*



## **University Students' Council – Position Description**

**Position Title:** Manager, Government and Election Services  
**Supervisor:** Senior Manager, Advocacy and Government Service

### **OVERVIEW:**

The Manager, Legislative Services will be the governance expert at the University Students' Councils (USC) and provide guidance and direction on all work related to the USC's By-laws, Policies and Procedures. As well, this position will ensure that each councillor on the USC is trained, and develops and executes a legislative plan for their year on council. Finally, this position will ensure that the logistical work needed to conduct 8-10 council meetings is completed by working with the governance team.

### **DUTIES AND RESPONSIBILITIES:**

- Execute council meetings and ensure the following tasks are completed;
  - All corporate documents are archived and that effective naming conventions are used
  - Creation of standing committee meetings and council meeting agendas
  - Ensure minutes are taken for all subcommittees and council meetings and included in future agenda packages for approval
  - Ensure documents discussed at council meetings are updated, archived and posted to the USC website
  - Execute Council meeting logistics to ensure the meeting runs smoothly
- Support each member of council, including the executive, to develop and execute a legislative agenda to completion
- Support members of the Council and others at USC to ensure completion of action items from each council meeting.
- Maintain an up-to-date working knowledge of all By-Laws, Policies and Procedures at the USC

- Develop new and amended versions of all By-Laws, Policies and Procedures to be reviewed by both the board of directors and Students Council
- Ensure that at the end of each academic year the USC Policy Manual is updated.
- Develop, in partnership with People and Development, a training plan for the Students Council
- Develop and execute a Corporate Policy Review Cycle
- Develop a legislative calendar for the Students Council
- In collaboration with the Executive Assistant develop the Board of Directors Legislative Calendar
- Manage the Speaker of Council to ensure the effective execution of Students' Council meetings
- Manage the Chief Returning Officer, and the Deputy Returning Officer and ensure that the Election process at the USC is executed effectively.

#### **QUALIFICATIONS:**

- A University Degree is required
- Education in Corporate Governance or Corporate Policy Making is preferred
- 2-3 Years management experience preferred
- Experience working in a corporate governance role preferred

#### **KNOWLEDGE, SKILLS and ABILITIES:**

- Previous experience in a student politics is an asset
- Previous experience in municipal, provincial, or federal politics is an asset
- Supporting or acting as a member of a representative council an asset
- Ability to be directed by younger leaders required
- Ability to track multiple projects over a yearlong governance cycle is an asset
- Experience providing guidance on ways to approach and solve problems is preferred
- Experience interoperating a set of rules and enforcing those rules is an asset

#### **Working Conditions**

- Evening and Weekends will be regularly required
  - Including attendance at all Council Meetings.
- Working at a desk and with a computer for long periods will be required
- Attending offsite meetings may be required