

JOB DESCRIPTION

<u>TITLE OF POSITION:</u>	Policy and Reporting Specialist (Bilingual)
<u>POSITION #:</u>	FI-120
<u>DEPARTMENT:</u>	Finance
<u>REPORTS TO:</u>	Vice President, Finance and Chief Financial Officer

PRIMARY PURPOSE

Through its services and products, CCOHS advances health and safety in Canadian workplaces, and the physical and mental well-being of Canadians.

The Finance Department is responsible for the centralized financial business analysis; full-cycle accounting; financial analysis; financial, government and transparency reporting; management of Access to Privacy and Information Requests, cash management; internal controls; procurement and order processing for CCOHS. As an integral member of the Finance team, the bilingual Policy and Reporting Specialist will lead the federal reporting function, including transparency reporting and compliance reporting for areas under the department's responsibility in both official languages. Reporting to the Vice President, Finance and Chief Financial Officer, the bilingual Policy and Reporting Specialist will ensure the application of sound policy interpretation and policy application principles/practices, preparation of monthly internal and external reporting, service unit statistical analysis and reporting and full federal reporting and directive compliance as it relates to CCOHS' financial, transparency and administrative reporting.

This position is responsible for monitoring and interpretation of Treasury Board Directives and recommending the appropriate application at CCOHS. This role is responsible for the development of procedures for preparing responses for various requests and reports, as well as tracking, updating, and reporting on progress of all reports issued to management, executives, Council of Governors, Treasury Board, Ministerial, and reports for tabling in the House of Commons. In addition, this position will develop policies and procedures consistent with the Government of Canada policy requirements, the *Financial Administration Act* and other Treasury Board directives. Through the application of project management principles this role will support effective and timely submission of required reports, communication, and coordination between CCOHS and both internal and external stakeholders in this process.

The position is responsible for the interpretation of complex public policies as presented through the *Financial Administration Act* and the Treasury Board Secretariat of Canada. This role advises the Vice President, Finance and Chief Financial Officer, Accounting Manager and senior CCOHS executives, in a fast-paced environment on diverse policy requirements to ensure CCOHS is fully compliant in all reporting areas as it relates to CCOHS' financial and administrative reporting. They develop a departmental reporting plan and evaluate progress toward planned goals.

	DUTIES	% OF TIME
1.	<p>Manage and administer CCOHS Policy Analysis and Compliance Administration for Financial and Administrative Policies:</p> <ul style="list-style-type: none"> i. Identify and maintain CCOHS interpretation and application of all financial and administrative Treasury Board Directives or policies as they apply to CCOHS as Government of Canada Departmental Corporation under Schedule II of the <i>Financial Administration Act</i>. ii. Identify, implement, review and maintain all CCOHS policies to maintain compliance with Treasury Board Directives and, , policy requirements as a Schedule II department under the <i>Financial Administrative Act</i>. Communicate policies to staff and provide training accordingly. iii. Work with the Vice President, Finance, and Chief Financial Officer and other senior management to mitigate risk of noncompliance and to define required actions for remedy. The Policy and Reporting Specialist will use this information to develop a plan to remedy the issue and will lead staff in the implementation of required changes. iv. Develops and executes research on Government of Canada Treasury Board and related directives to produce, compile and maintain credible sources of information on applicable policies and the interface with the operations at CCOHS. Conduct extensive research by collecting, analyzing and synthesizing information and data in order to formulate recommended CCOHS policy and procedure. v. Lead the CCOHS internal policy audit function to maintain compliance. Works in collaboration with the Business Analysts on core control audit functions. vi. Respond to all Federal requests for evaluation of policy compliance. Prepare all required reports and supporting documentation to respond to the requests. Lead liaison with all stakeholders. 	30%

2.	<p>Manage the Planning and Coordination of CCOHS Federal reporting initiatives:</p> <ul style="list-style-type: none"> i. Ensures all federal financial reporting initiatives are initiated, tracked and processed in a timely manner. Works in collaboration with the Accounting Manager, Financial Administrative Officer and the Vice President, Finance, Chief Financial Officer, and other stakeholders both internal and external to CCOHS to coordinate each reporting term, inputs for reports and administers the reporting efforts accordingly. ii. Works with the Accounting Manager, Business Analyst, Financial Administrative Officer and the respective department or service unit manager to create the narrative for Departmental Plans, Departmental Results Reports, Quarterly Reports and ad hoc reports inclusive of explanations on any significant changes in period over period reporting. iii. Plans, manages and administers the preparation of reporting including Annual Reports, Departmental Reporting Framework, Departmental Plans, Departmental Results, Quarterly Reports, other compliance reports and all transparency reporting in the Federal systems (e.g. Titan, Common Financial Management and Reporting Systems (CFMRS)). iv. Verifies that all reporting and related documentation are complete and adhere to Government of Canada and Treasury Board directives. Provides advice and makes recommendations where necessary. v. Manages and administers the timely reporting of all CCOHS federal financial and administrative reporting using Government of Canada specified portals. Plans and schedules efforts of Finance team members, various levels of CCOHS staff and other federal departmental stakeholders to complete this work. vi. Maintains an electronic library of all reporting documents, supporting materials inclusive of policy and directives and maintains version control of each document. Partners closely with the Financial Administrative Officer, Accounting Manager and the Vice President, Finance and Chief Financial Officer in maintaining timely reporting and documentation of all reporting activities. vii. Responsible for liaising with appropriate Government of Canada departments to clarify requests, add needed information, or research and obtain appropriate supporting documentation for reporting purposes. 	30%
3.	<ul style="list-style-type: none"> i. Manage the submission of all CCOHS Transparency Reporting as it relates to the Finance department: Lead the coordination and administration of all transparency requests for the Finance Department. ii. Lead the coordination and administration of all responses for Parliamentary Order requests forwarded to the Finance Department. Work in collaboration with Finance staff in preparing the presentation of information in response to these requests. iii. Lead the coordination and administration of all responses to <i>Access to Information and Privacy (ATIP) Act</i> issued to CCOHS. Manage the analysis and application of exemptions or exclusions under the <i>ATIP Act</i> or other related legislation. Coordinate and administer the preparation presented response for release approval by the ATIP Coordinator. iv. Conduct extensive research by collecting, analyzing and synthesizing information and data in order to recommend CCOHS response to both formal and informal scheduled and unplanned ad hoc requests. Compile and maintain credible documented sources of information to support recommendations. Incumbent required to release the approved response on behalf of CCOHS. 	25%

4.	Lead Public partnership and stakeholder reporting: i. Coordinate all public partnership and stakeholder reporting inclusive of assisting the Vice President, Finance and Chief Financial Officer in preparing the reporting to the council of governors. ii. Develops departmental procedures using best practices and templates to optimize the reporting on specific public partnerships in conjunction with the Accounting Manager, Information Technology Services, Project Manager and / or Service Unit Manager. iii. Supports reporting for planned milestones, responsibilities and performance goals, and organizational reporting. iv. Trains support staff as required on processes, policies, procedures and best practices to meet required stakeholder reporting requirements.	10%
5.	Perform other related duties as assigned.	5%

NATURE AND SCOPE OF POSITION

The Policy and Reporting Specialist is responsible for maintaining CCOHS' financial, reporting and administrative policy compliance to Treasury Board Secretariat directives, as prescribed by the Government of Canada through the *Financial Administration Act* for CCOHS as a Schedule II Departmental Corporation, as required by the Access to Information and *Privacy Acts* and as prescribed by the CPA Public Sector Accounting Standards. In addition, the incumbent is responsible for planning, organizing, and directing the completion of specific activities across multi-disciplinary units both internal and external to CCOHS while ensuring reporting requirements are met on time. They will lead the work on all reporting objectives by coordinating the work of assigned resources (internal staff and external stakeholders and information), developing and implementing reporting plans, and reporting on progress to the Vice President, Finance and Chief Financial Officer and other senior management, as required.

The Policy and Reporting Specialist will communicate with team members regularly to determine the status of reporting assignments to identify and resolve potential barriers or issues as they arise. The incumbent will also manage communications with third party stakeholders, as required, on behalf of the Vice President, Finance and Chief Financial Officer.

The incumbent is a member of the Finance Service Unit and is one of nine in the department and will provide policy development, implementation and evaluation based on expert analysis and research, while supporting fast-paced and tight complex corporate and government reporting priorities, which are both scheduled and unplanned in both official languages and in various reporting media.

KNOW-HOW

- **Knowledge of interpreting complex government directives, identifying strategic issues, developing and administering policies:** The position requires a broad and sound knowledge of and capability in analyzing, developing, and managing policy and programs. The ability to interpret complex government directives is imperative as is the composure to provide guidance to leaders in the organization. Experience in identifying strategic issues, critically analyzing information from various sources, developing

strategic advice on policy issues, and providing recommendations, including comprehensive reports and presentations for senior management and government officials in other departments. Sound understanding of financial and accounting reporting best practices.

- **Managerial Know-How:** The Policy and Reporting Specialist is responsible for managing organizational reporting and performance measurement. This position is responsible for coordinating the work of others in the department, across the organization and federally at collaborating departments such as the Treasury Board Secretariat, and Labour Program through various levels up to and including the Minister's office. The incumbent must be able to effectively plan, organize and schedule their own work and influence the work of others to achieve reporting objectives inclusive of tabling of reports in parliament. The incumbent must be comfortable assigning work to others, adhering to timelines set by others and to take accountability for their own work, inclusive of the review and endorsement of the work of others collaborating on the project.
- **Strong communication and collaboration skills in a multi-disciplinary setting:** Experience required with working on multi-disciplinary policy and reporting issues. Must be able to represent CCOHS to other departments, agencies, level of government or stakeholder organizations. Strong written and verbal communication and organizational skills are required to handle sensitive information. An excellent command of both English and French are imperative to maintain optimal relationships amongst all stakeholders. There is a high degree of planning and coordinating for the retrieval of time-sensitive information.

PROBLEM-SOLVING

The Policy and Reporting Specialist is self-reliant, results-oriented, and able to demonstrate initiative, while working under pressure and maintaining a positive attitude. The incumbent demonstrates excellent analytical and writing skills; along with great interpersonal skills and can work as part of a dedicated team. They must be able to effectively problem-solve issues through fact-based analysis and decision making and have the confidence to recommend policies and reports to both internal senior management and external stakeholders that protect the CCOHS' interest and purpose as defined by the *Canadian Centre for Occupational Health and Safety Act*.

This incumbent identifies issues, risks, and improvement in the internal and federal reporting administration process. The position is responsible for assessing problems and situations to gather and process relevant information applying strategic thinking, judgement, integrity, and respect in the process of generating possible solutions, process, policies and making policy recommendations that adhere to CCOHS financial, human resource and other policies. The incumbent must be prepared to recommend revisions to existing CCOHS policies to senior management when such policies require updating to maintain compliance.

The Policy and Reporting Specialist has assistance and guidance from the Vice President, Finance and Chief Financial Officer or other senior CCOHS management but is expected to be able to independently problem solve most of the time. Problems include decisions on how to respond to parliamentary questions, Access to Information and Privacy requests, Comptroller

General office requests, Ministerial requests, Treasury Board Secretariat questions, reporting timeline concerns or challenges to policy interpretation and application. The incumbent must also have experience in developing briefing documents for departmental executives, the Treasury Board and/or Ministerial office.

This position provides guidance on policy administration and reporting to the Accounting Manager and Vice President, Finance and Chief Financial Officer or other staff, and will be required to provide training on such policies and procedures for staff to adhere to.

ACCOUNTABILITY

The Policy and Reporting Specialist leads the Centre's financial and administration public policy analysis, interpretation, and compliance process. As such, is responsible for closely monitoring Federal policies, directives, and Acts to ensure that any non-compliance risks are promptly identified and mitigated. Federal policy, guidelines, standards and Acts are ever changing and increasing in complexity. This position is accountable for ensuring that CCOHS financial and administrative policies remain current, and staff are trained on the policies to ensure compliance and to regularly audit compliance in effort to mitigate risk. This role is also accountable for ensuring that reporting assignments scheduled or unplanned are completed in a timely fashion by working collaboratively with all stakeholders and flagging all risks to the Vice President, Finance and Chief Financial Officer. The incumbent is the main point of contact for all federal or stakeholder financial reporting and therefore must always represent CCOHS in a professional manner and know how to escalate issues to the Vice President, Finance and Chief Financial Officer, and when to problem solve and take action without the need to consult with their manager. The incumbent has decision-making authority over their own day-to-day tasks and must use their best judgement to independently address issues that do not significantly affect reporting timelines or policy. This position will have a direct impact on the effective use of staff resources and work schedules at CCOHS, primarily within Finance, and on external collaborating federal stakeholders to effectively deliver reporting on behalf of CCOHS.

WORKING CONDITIONS

Physical Effort:

- The employee works at a computer (keyboarding and mousing to read and reply to e-mail, prepare reports, review information, etc.) for most of the workday.
- The work is interspersed with non-computer-based activity, such as reading, thinking, proof-reading, photocopying, filing.
- The employee has some control over the workload and can get up, stretch, and walk on a regular basis.
- Some stooping and lifting (or handling of light material) may be required.
- Regular intensive keyboarding and mousing is required to meet deadlines.

Physical Environment:

- The employee works at a desk and/or a computer workstation with a keyboard and a mouse for most of the workday.
- The workstation and desk are ergonomically set up, with a wrist rest, mouse rest, document holder, task lamp, as required.

- The office lighting meets standards. The building environmental controls meet general office requirements.
- There may be a risk for RMI (intensity, frequency, duration, awkward position) due to high job demands from unavoidable situations.
- The position may require occasional travel to represent CCOHS. Travel conditions may present occasional risk and discomfort.

Sensory Attention:

- The position requires concentration to compose, research, prepare various documents, proof-read, quality assure, read routine information, communicate with others via e-mail, search for information and listening to others carefully.
- There is need to listen attentively to understand and resolve issues.
- There is frequent need to understand policy and directives issued at a federal level, occasional need to understand legal terms and accurately translate policy directives and legal terms into common language.
- Occasional need to decipher handwriting, tiny print or bad copies or notes in order to prepare appropriate CCOHS response to such documents.
- All communications will be required to be performed in both official languages.

Mental Stress:

- There are priorities and deadlines which need to be met on a regular basis.
- There are interruptions from colleagues, managers or telephone calls.
- The employee has some control over the pace of work.
- There is a requirement for regular client and staff contact, numerous shifting and competing priorities.
- Consequence of missed deadlines or errors.
- Dealing with angry, frustrated, or difficult persons.
- Managing the flow of work outside of CCOHS with limited ability to influence the process.
- Requirement for professional composure in dealing with challenging feedback or rejection of work prepared and presented by the incumbent on behalf of CCOHS at various federal departments.

JOB SPECIFICATIONS

- University degree in Public or Business Administration, Public Policy, Commerce, Accounting, Finance or Business Law.
- 3 to 5 years of direct and progressive experience in researching, policy analysis and report writing in both official languages at a senior governmental (preferably federal) level
- Demonstrated leadership experience in providing technical and administrative guidance and coordinating the work of others, and effectively managing complex relationships.
- Advanced communication skills that facilitate problem solving using tact and diplomacy in both official languages
- Exceptional written and verbal communication skills, including preparation and delivery of reporting and presentations with all levels of stakeholders.
- Knowledge and understanding of public sector organizational structures, legislative processes, federal reporting, directives, and guidelines.
- Demonstrated ability of both qualitative and quantitative research methodologies.

- Ability to translate analysis of various sources of information and recommend organizational policies and or process improvements.
- Proven ability to build and maintain strong working relationships with a variety of internal and external stakeholders at various reporting levels.
- Ability to organize, prioritize, and problem solve own work to move projects and meet multiple tight deadlines, while working effectively under pressure.
- High attention to detail, critical thinking, analytical skills, problem solving skills with a focus on fact-based decision making.
- Excellent coordinating, scheduling, and organization skills.
- Ability to organizational performance into plain language.
- Knowledge and progressive experience, in executing or assisting with the design, testing and implementation of new policy and reporting policies and procedures.
- Demonstrated ability to develop effective and cooperative working relationships with internal client departments, peers, stakeholders, and other government departments.
- In-depth understanding of CCOHS workflows, processes, strategic objectives, performance measures and operational results.
- Advanced experience in Microsoft applications specifically Excel, Word, and PowerPoint.
- Enterprise Resource Planning (ERP) experience inclusive of financial management, reporting modules and Customer Relationship Management (CRM) systems.
- Bilingual (English/French) is required.