

Job Posting – Shared Services Manager

Wood Buffalo Environmental Association

The Wood Buffalo Environmental Association (WBEA) is a multi-stakeholder non-profit that monitors the air quality of the Regional Municipality of Wood Buffalo. Our environmental monitoring work is the most integrated and intensive focus on air and terrestrial monitoring in any one area, anywhere in Canada. For more than twenty-five years, we've served as our region's independent air quality reporter. We're founded on a vision of scientifically independent, consensus-based environmental monitoring. The WBEA is committed to reporting accurate and timely high-quality data from our ambient air, deposition, and odour monitoring programs to ensure our members, regional stakeholders and partners have the information they need to make informed environmental decisions. For more information, visit <http://www.wbea.org>.

The Role:

The Shared Services Manager position within the Wood Buffalo Environmental Association (WBEA) is responsible for overseeing several teams that support the organization. These teams include Accounting, Administration, the Analytical Services Group, and Information Technology.

The diversity of the position requires a proven team leader who can manage multi-functional teams with a commitment to organizational success.

The Shared Services Manager reports to the Executive Director and works closely with the other WBEA Managers to plan and operationalize WBEA's management priorities and common objectives as set out in the strategic plan.

We offer our employees an attractive compensation package that includes a competitive salary, above-market group health benefits, a group RRSP plan, a Fort McMurray living allowance, and a commitment to career development.

Position Responsibilities:

CORPORATE MANAGEMENT

- Accountable for the management, oversight, and support of the Accounting, Administration, the Analytical Services Group, and Information Technology teams, including the development and implementation of service plans and annual budgets.
- Manage and oversee WBEA Human Resources and Safety Program contractors.
- Coordinate with other WBEA Managers to report and make recommendations to the Executive Director on management issues, proposed improvements, and status of current and planned initiatives.
- Accountable for periodic review and update of the financial bylaws, policies, and procedures aligned with Canadian accounting standards and best practices.
- Accountable for the preparation of Shared Services reports and presentations for use by the WBEA Executive Director, WBEA Governance Committee and General Members.

- Assist the Executive Director and Human Resources Partner on staffing processes, including the development of job requirements and position descriptions, selection processes, and job interviews for the Shared Services teams.
- Working with WBEA staff, develop Key Performance Indicators (KPIs) for the Shared Services teams. Responsible for reporting on KPIs as well as the application of continuous improvement techniques
- Develop collaboratively with all business functions of the WBEA for the future business framework for securing long-term funding and revenue opportunities for the organization.
- Contribute ideas and participate in decision-making as an active member of the WBEA Operations Leadership Team. Coordinate with, report on, and make recommendations on Shared Services related issues, proposed improvements, and status of current/planned initiatives.
- Work with Human Resources Partner on updating the Employee Manual and alignment with current Alberta Employment Standards.
- Work with the Safety Consultants on safety initiatives and support the implementation of the Health and Safety Program. Foster a strong safety culture and be a role model for the organization.
- Understand and enforce the WBEA and site-specific Health, Safety and Environment (HSE) programs as well as relevant Occupational Health and Safety legislation for the WBEA.

BUSINESS ENGAGEMENT

- Work with the Executive Director, Governance Committee Secretary and Treasurer, Governance Committee Directors, and Managers to establish an ad-hoc committee to review WBEA financial and business development strategies and priorities.
- Work with the Analytical Services Group to launch new initiatives for business development and markets.
- Accountable to develop and distribute annual business work plans and contribute to monthly and quarterly progress reports to the Governance Committee, General Members, and WBEA funders.
- Accountable to develop and deliver monthly, quarterly, and annual Shared Services teams cost tracking.

Position – Skills, Knowledge, and Experience:

- A minimum of 10 years of experience, demonstrating progressively more senior and diverse experience, including at least 5 years managing and supervising a team. A professional designation with MBA, CPA, CPHR is considered an asset.
- Experience in corporate financial management (including financial performance management, capital budgeting, capital management, and treasury) and/or accounting, audit and internal control matters.



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- Proven critical thinking, including the ability to make sound, informed decisions, to openly reflect on those decision, integrate new information, and change course when required.
- Demonstrated ability to manage project lifecycles and deliver on completed products.
- Demonstrated success in building and developing strong teams, and continuously fostering an effective and strong organizational culture.
- The continuous ability to self-reflect, self-evaluate and solicit and receive feedback with the goal of improvement and growth.
- A valid driver's license and a clean driving record

Schedule: Full-time, 40-hours per week from Monday to Friday

Employment Status: Full-time, permanent

Work Location: Fort McMurray, Alberta

Pre-employment requirements:

- Drug & Alcohol testing
- Valid Class 5 Driver's license, a clean driving record, and the ability to travel throughout the Regional Municipality of Wood Buffalo
- Criminal record check

Application Instructions: Please submit a **resume and cover letter** that outlines why your skills, experience and personality would make you an excellent candidate for this full-time permanent role at the WBEA. If you are interested in joining our team, please apply in confidence to Kayla Mawhinney at kayla.mawhinney@fusesocial.ca.

Application Deadline: Position open until filled.

We thank all applicants for their interest. Only those selected for an interview will be contacted.