



**Manager, Governance
Internal / External
Management Professional
Permanent
ENMAX Corporation
Reference: 705120
Posted: June 10, 2013
Closing Date: June 24, 2013**

PEOPLE. That's the power behind ENMAX Corporation. As Alberta's leading energy and utility provider, our employees are driving us into the future with innovative ideas, a collective spirit to excel, and a commitment to upholding the highest level of integrity in all we do. Exploring new technologies, implementing shared values and creating solutions for a more sustainable future are some of the ways ENMAX is making a difference.

We know where we're going, want to come?

Make an impact by contributing your creativity, expertise and business acumen in an evolving, progressive corporate governance role.

Is this challenge for you? Imagine the possibilities.

Seize your career potential within an evolving corporate governance structure. Reporting to the Director, Governance & Shareholder Relations (Corporate Secretary), you will be accountable for providing support, advice and service on ENMAX's corporate governance and shareholder relationship matters.

Major Responsibilities:

- **Support effective governance practices.** Support ENMAX's ongoing compliance with governing legislation and corporate by-laws, as well as tracking and reporting on current and prospective legal and regulatory requirements that may impact our corporate governance practices. The position will assist in the maintenance and safekeeping of ENMAX's corporate records and carry out various provincial and federal status filings for ENMAX and its subsidiaries.
- **Provide skilled senior research, benchmarking and writing services.** Coordinate ENMAX's ongoing corporate governance disclosures and develop various internal/external communications involving ENMAX's governance practices, Board of Directors, Committees and our Shareholder, the City of Calgary. The position will be accountable for performing research and benchmarking on various topics, and drafting presentations, memos, briefing notes and various corporate records, including minutes from Board, Committee and Shareholder proceedings as required.
- **Ensure effective Board administration.** Be responsible for the logistics and scheduling for Board, Committee and Shareholder meetings, administer the Governance & Shareholder Relations department and budget and ensure that ENMAX's Board of Directors is supported in an efficient and effective way. This position will also provide project management leadership in the preparation for and delivery of key governance events, including ENMAX's annual public shareholder meeting.

Education Required:

- Post Secondary degree in Communications, Political Sciences or Social Science.
- Governance Designation preferred – ICSA (Institute of Chartered Secretaries and Administrators) or ICD (Institute of Corporate Directors).

Qualifications & Experience:

- Minimum 5 years of experience in corporate governance, either in a corporate secretarial or legal setting, is preferred.
- Experience in benchmarking, research and analytics.
- An understanding of governance in government-owned corporations will be highly valued.
- Sound business judgment and experience to ensure balanced support and service is provided to various stakeholders involved in ENMAX's governance (Board of Directors, Executive team, and ENMAX's Shareholder).

- Effective project management skills and clear results orientation.
- Demonstrates and models a high degree of confidentiality and professionalism.

Personal Qualities:

- Articulates written communications effectively in a simple, concise and timely manner.
- Superior interpersonal skills, and ability to positively influence and collaborate.
- Conscientious, consistently seeks to improve and learn from past experience.
- Effectively delivers information and communicate with confidence in all circumstances.

Did we mention the ENMAX Advantage?

We offer competitive compensation including a comprehensive flexible benefits program, non-downtown location that includes great building amenities such as free onsite fitness facility with programming geared to employees needs, onsite child care centre (upon availability, offered from our ENMAX Place location 141 – 50 Ave. SE), free parking and much more. If you share our values and would like to make a difference with your career, join the team and see where the ENMAX possibilities can take you.

Location: 141 - 50th Avenue SE, Calgary, AB

Note:

- ENMAX welcomes all qualified applicants to apply, it is our aim to have a workplace which reflects the diversity of the communities we serve.
- This position requires the successful completion of a criminal background check. Two pieces of valid Government issued ID will be required.
- Two professional references will be requested.
- Education requirements for this position will be verified by a third party.
- ENMAX employees are eligible for a \$1,000 referral reward for this position!

Please visit our [careers page](#) to learn more about other opportunities at ENMAX Corporation.