

## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>COUNCIL SECRETARY</b>
<b>TYPE OF VACANCY</b>	<b>SENIOR MANAGEMENT</b>
<b>SCHOOL/DEPARTMENT</b>	<b>COUNCIL SECRETARY'S OFFICE/PRESIDENT'S OFFICE</b>
<b>SUMMARY</b>	<p>The position of the Council Secretary is to support the good governance and management of The College. It allows for this by the provision of executive and administrative services to Council and to Council committees, to the management teams and to other committees which may require support. The Council Secretary is the holder of the College Seal and any other legal instruments.</p> <p>The Council Secretary reports to the President of The College while working closely with the Council Chair and the members of Council.</p>
<b>DUTIES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Prepare all materials necessary for effective decision-making processes by Council, including agendas, minutes, draft letters etc. Review all briefing notes, draft policies, proposed contracts etc. to ensure that these are complete and include all necessary related material for effective decision-making.</li> <li>• Provide broad general guidance on legal and regulatory matters which are dealt with at Council or within The College and record all legal obligations entered into by The College. The Council Secretary must ensure review of all legal matters to be brought for signature to Council or to the President. The Council Secretary acts as the access point for external legal counsel sought by members of Council or members of College management.</li> <li>• Acts as the College's industrial relations liaison between employees and management and advise management on many different areas of union-management relations.</li> <li>• Presents management's position in contract negotiations, grievance arbitrations and unfair labour practice hearings.</li> <li>• Participates in meetings between labour and management to discuss and attempt to resolve issues of mutual concern.</li> <li>• Manage correspondence in support of the Council Chair and President.</li> <li>• Ensure timely and effective dispatch of all Council materials and implementation of all Council decisions.</li> <li>• Maintain an up-to-date knowledge of best practices in university and college governance and provide guidance to management and to Council on the development of policy and procedures.</li> <li>• Keep under review The College of the Bahamas Act and other legal obligations of The College and ensure that actions proposed by Council and/or management are in</li> </ul>

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	<p>accordance with legal obligations, bringing forth proposals for change where these may be necessary.</p> <ul style="list-style-type: none"> <li>• Provide support to Council and to the President, as required, when senior appointments are underway.</li> <li>• Work to achieve close and harmonious working relations and mutual understanding between Council and management and between Council and faculty, staff and students of The College.</li> <li>• Provide broad-based guidance to members of the Senior Team and other managers on the terms of contracts and other legal documents and seek external counsel where necessary.</li> <li>• Work closely with the Vice-President, Finance/Chief Financial Officer and with the Registrar to achieve effective policies and arrangements for risk management, for disaster recovery and business continuity planning, and for internal audit.</li> <li>• Work with the Associate Vice-President, External Affairs to develop and maintain processes designed to improve both internal and external communications and levels of engagement by all stakeholders.</li> <li>• Ensures compliance with the terms expressed in the various Industrial Agreements particularly in matters where required Minutes of key meetings are to be recorded.</li> <li>• Be responsible for the training and deployment of Protocol Officers and support the conduct of major College events.</li> <li>• Manage the staff of the Council Office in accordance with relevant HR policies and procedures.</li> <li>• Manage the other resources of the Secretariat efficiently and effectively and within budgetary limits.</li> <li>• Maintain robust and secure systems for information and records management.</li> <li>• Oversee and manage the Council's webpage.</li> <li>• Oversee and manage Council events and participate in the planning of major events, ensuring liaison with Council members at all times.</li> </ul>
<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Knowledge of laws, regulations and procedures of collective bargaining;</li> <li>• Knowledge of the procedures of dispute resolution;</li> <li>• Knowledge of the techniques of contract negotiation;</li> <li>• Ability to interpret laws, rules, regulations and contractual provisions;</li> <li>• Ability to analyze contract proposals;</li> <li>• Ability to maintain effective relationships with labour organizations, employees and the public;</li> <li>• Ability to communicate effectively, both verbally and in writing.</li> </ul>

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<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Master's Degree in Business Administration, Industrial Psychology or Labour Relations;</li><li>• Minimum of seven years practicing law coupled with experience involving collective bargaining, contract administration and management.</li></ul>
<b>SALARY SCALE</b>	<b>Negotiable</b>
<b>REPORTS TO</b>	<b>The President</b>
<b>APPLICATION END DATE</b>	<b>August 31, 2011</b>
<b>DATE PUBLISHED</b>	<b>July 26, 2011</b>
<i>The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Council Secretary.</i>	