

The *Building Better Communities and Conserving Watersheds Act 2017* (Bill 139) received Royal Assent December 12, 2017.

The legislation enacts the Local Planning Appeal Support Centre Act, 2017, which:

- Creates the Local Planning Appeal Support Centre (LPASC)
- Establishes LPASC as a new independent agency
- Gives LPASC the mandate to establish and administer a cost-effective and efficient system for providing support services to persons determined to be eligible for matters governed by the Planning Act that are under the jurisdiction of the Tribunal

BUSINESS SERVICES LEAD

The new formed Local Planning Appeal Support Centre (LPASC) is seeking a highly qualified business leader, to lead the development of a variety of internal infrastructure, standards, policies and processes and to coordinate the operational needs to the organization as it moves through its start-up phase. As the **Business Service Lead**, you will be supporting the Executive Director in the development and implementation of financial/controllership and financial control processes to improve organizational effectiveness, efficiency and consistency.

You will be handling a wide range of executive support and internal business support functions, in areas such as financial management, human resources, facility services, information technology and agency accountability functions. In particular, you will be responsible for reviewing and analyzing budget performance, coordinating payroll processes, developing strategies to mitigate financial risks and financial management issues. As the primary contact for business and administrative processes, policies, procedures and best practices, you will be responsible for ensuring consistency of standards, quality and development of the organization.

QUALIFICATIONS

- Chartered Professional Accountant (CPA) designation required
- Experience in business management and support with emphasis on office administration, human resources, financial management, procurement and information technology
- Experience and understanding of the legal, legislative and regulatory government directives in Ontario including the terms of Memorandum of Understanding (MoU) and Canadian accounting standards for not-for-profit organizations
- Knowledge of knowledge management principles to manage information systems to support complex business processes
- Knowledge of Ontario Agency Accountability rules and directives for the development of governance documents, business plans, annual reports and financial statements.
- Knowledge of human resource principles and practices and related legislation (*e.g. Ontario Human Rights Code, Employment Standards Act, etc.*)
- Exceptional communication and relationship management skills to deal with all levels of staff, external stakeholders and vendors to maintain positive relationships; and
- Understanding of the culture/diversities of Ontario's communities/citizens
- Cultural competence and understanding to address the needs of a diverse and inclusive client group

To Apply: Please submit your cover letter and resume with salary expectations to lpasc-buslead@hrassociates.ca by **March 14th, 2018**. For more information about this role, please contact bridget.humeniuk@hrassociates.ca or 416-237-1500 x. 224. Please note that applications will be assessed on a rolling basis and only qualified applicants will be contacted for an interview.

*The Local Planning Appeal Support Centre is an inclusive employer.
Accommodation is available under the Ontario Human Rights Code.*

