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OPPORTUNITY PROFILE

President & Chief Executive Officer

LAPP CORPORATION

As the legislated administrator and trustee of the Plan, LAPP Corporation ensures that pensions are paid to retirees and that our 281,764 members are guided in preparing for their retirement. This is done by providing strategic guidance for the Plan, managing risk, and overseeing the \$61.7-billion LAPP fund.

The Corporation is led by a leadership team made up of experts skilled in all facets of running a large multi-sector pension plan, including risk management, investments, funding management, pension law, pension policy, stakeholder relations, and communications.

The Corporate team monitors pension developments around the world, researches issues and makes policy, funding, and operational recommendations to its Corporate Board. LAPP Corporation also prepares its [Corporate Board](#) and the [Sponsor Board](#) for making important decisions about the pension plan by setting and executing strategic business and operational plans and maintaining a robust, enterprise-wide risk-management system.

LAPP Corporation is responsible for overseeing the work of service providers for the Plan to ensure the delivery of pension benefits and the long-term sustainability of the Plan. These Alberta Crown corporations, which you can learn more about in the section called [Our Partners](#), provide pension benefit administration and investment management services to LAPP.

LAPP Corporation publishes the Plan's [Annual Report](#) each year, which contains audited financial statements and highlights of the year's activities. The Corporation sets the strategic direction for Plan communications, consults and communicates with all stakeholders through an award-winning website and through a number of publications including [Member and Retiree Newsletters](#). Member-benefit information on the website and in printed member materials are developed in partnership with LAPP's service provider of pension benefit administration.

LAPP Corporation is guided by bylaws and policies that outline rules of ethical conduct and conflicts of interest. Documents such as compensation, expenses, financial statements, and bylaws can be found in [Governance Publications](#).

THE OPPORTUNITY

Leading a high performing team of professionals, the President and Chief Executive Officer ("CEO") is the senior executive and leader of LAPP Corporation ("Corporation") and reports directly to the Corporation's Board of Directors. The CEO provides strategic leadership, executive management and professional services to the Corporation and is accountable for ensuring that the Corporation fulfills its obligations as trustee and administrator of the Local Authorities Pension Plan ("LAPP" or the "Plan") and as provider of support to the LAPP Sponsor Board ("Sponsor Board").

KEY ROLES & RESPONSIBILITIES

Strategic Planning:

- Playing a leadership role in developing the strategic direction and plans for LAPP
- Communicating and implementing LAPP's strategic plan

Leadership:

- Providing strong vision, leadership and direction across the organization required to implement LAPP strategies and objectives
- Acting as the formal spokesperson for the Corporation in all matters
- Building and maintaining a highly effective and strong senior leadership team

- Building a positive work environment, including succession planning and staff development

Stakeholder Relations:

- Supporting the Sponsor Board in performing its role in respect of the Plan and carrying out its statutory obligations
- Developing Sponsor Board rules for Sponsor Board approval
- Maintaining effective relations with LAPP stakeholders and serving as spokesperson for the Corporation in stakeholder and external interactions
- Fostering strategic relationships with key stakeholders, including the Government of Alberta, members of the Board of Directors and Sponsor Board and sponsor organizations
- Providing oversight and maintaining effective relations with key outside service providers
- Working and collaborating with other AB based pension plans and partners across the country
- Overseeing the monitoring and evaluation of outside service providers, in particular Alberta Investment Management Corporation (AIMCo) and Alberta Pensions Services Corporation (APS) and actuarial service providers

Investment Management:

- With respect to the Corporation's role as trustee of the pension fund of LAPP, overseeing the proper management and investment of the pension fund for the Plan
- Overseeing the investment management function for the Plan, including developing investment policies and strategies to aid in achieving the objectives of the Plan and monitoring and evaluating the implementation and ongoing management of asset allocation, investment policies and strategies
- Ensuring appropriate investment controls, systems, reporting and monitoring functions exist

Plan Administration:

- With respect to the Corporation's role as administrator of LAPP, overseeing the proper administration of the Plan, including legal and regulatory compliance pursuant to applicable pension and tax legislation
- Overseeing the benefits administration function for the Plan, including accurate, timely and effective provision of benefits to Plan members and beneficiaries
- Ensuring appropriate administration controls, systems, reporting and monitoring functions exist

Risk Management:

- Identifying the risks faced by LAPP and developing measures to manage or respond to those risks
- Developing and implementing the enterprise risk management program for the Corporation and Plan

Corporate Operations:

- Developing operating plans for the Corporation, and developing associated budgets for Board of Directors approval and review by the Sponsor Board
- Developing Board policies for Board of Directors approval
- Maintaining an effective organizational structure for the Corporation
- Recruiting, supervising and evaluating Corporation management staff

- Ensuring the Corporation operates within approved policies and budgets and allocating staff and resources efficiently
- Identifying issues and providing full and comprehensive information, analysis and advice to the Board of Directors
- Overseeing internal functional disciplines and services, including finance, legal, human resources and information technology

OPPORTUNITIES AND CHALLENGES

LAPP has gone through a period of significant change as the province of Alberta has explored reform to their public sector pension plans. This period of change is going to continue, and LAPP has been at the forefront of these discussions. The next CEO will be a critical part in navigating this complex landscape and creating further stability for plan and its members. In addition, the Board and the leadership team at LAPP have outlined a strong plan for future growth. This is an opportunity for the next CEO to play a key role in achieving this ambitious plan while navigating through a continued period of uncertainty.

THE PERSON

QUALIFICATIONS & EDUCATION REQUIREMENTS

The ideal candidate will have a strong track record of success in progressively responsible executive leadership positions with sound business experience, preferably in a pension environment. They will have appropriate academic preparation with a graduate credential being strongly preferred (MBA, LL.B, CFA, CPA, etc.).

The individual will have an outstanding ability to build and maintain effective relationships with a diverse group of stakeholders. The candidate will also have a strong background in corporate governance, managing complex projects and initiatives and be very comfortable working with and reporting to a board.

KNOWLEDGE, SKILLS & ABILITIES

Visionary Leadership: Is able to formulate and articulate a detailed vision that is supported by the Board and can effectively communicate the vision and expectations to all levels within the organization. Sees and acts on immediate issues without losing sight of the long-term goals and objectives. An innovative and strategic thinker and planner, who can translate goals into an action plan. A coach and team builder – identifies and mentors future leaders. Understands the importance of systems thinking and that all the pieces of an organization connect, interact and play a part in outcomes.

Demonstrates integrity and respect in dealing with all internal and external matters. Has a proven ability to generate trust and credibility with the Board, staff, and all stakeholders and strategic partners. Capable of quickly educating the Board on issues and presenting options and recommendations for the Board's consideration. Models and fosters a proactive and results-oriented operating style and a strong client service focus.

Management Skills: Leads by example. Promotes collaboration and involvement of staff. Has demonstrated the ability to build and motivate a strong and effective senior management team and facilitate effective decision making. An excellent motivator and communicator with others – creates strong understanding and staff alignment to the corporate vision and goals. Effectively delegates responsibilities to others.

Relationship Building: Successful record of developing and managing multiple and complex stakeholder relationships that sometimes have competing or conflicting objectives. Demonstrated ability to communicate effectively at very senior to front line levels and to build positive relationships with stakeholders that enhance both understanding and support for the organization. Evidence of having “a thick skin” when being challenged by difficult situations.

Results Oriented: Successful record of being in control of the organization, including sound understanding of client stakeholder needs, succession planning, and legal, financial, and human resource issues and trends at the executive level. Demonstrated ability to quickly grasp issues and engage the organization in responding to them.

Talent Management: Demonstrated ability to create and model a culture that respects and values individuals as contributors to both the organization and community. Emotionally intelligent. Has a record of relentless focus on developing the people of the organization to develop their talents to help their employer flourish, while attracting, growing, and retaining an effective workforce.

Decision Making and Problem-Solving Skills: Is decisive and accountable. Values an inclusive, collaborative, and consensus-building approach to problem solving. Encourages and accepts differing views. Is willing to confront difficult issues and able to make difficult decisions and effectively communicate the reasons for the decision in an assertive fashion. Ability to understand and work with several professional disciplines. Can use, analyze and synthesize a diverse range of information that includes financial accounting, actuarial and statistical data, and investment processes. Creatively formulates logical, credible, and politically sensitive solutions to problems.

Interpersonal and Communication Skills: Able to relate and communicate effectively at all levels – the Board, the leadership team and all staff, clients and other key stakeholders. Is an active and responsive listener. Has strong verbal, written and presentation skills. An inspiring communicator. Possesses well developed negotiation and conflict resolution skills.

Board Relations: Understands and is comfortable working with a governing board and a complex governance structure. Keeps the Board informed appropriately and is skilled at effectively supporting the Boards' decision-making process.

Teamwork: Promotes and enables cooperation across the organization and positively affects morale. Facilitates/builds understanding, acceptance and support for organizational operations and initiatives. Understands and appreciates the effectiveness of working synergistically with others at all levels within the organization and creates a "team" culture. Promotes cohesion and teamwork in seeking solutions and moving forward. Has a willingness to listen and learn from others.

Planning and Organizing: Values and engages in organizational planning processes. Establishes measurable goals and links decisions to goal achievement; uses vision and shared values to inspire others to optimum contribution and performance. Focuses on what is most important to achieving the organization's strategic and operational agendas.

Best Practices/Continuous Improvement: Understands, defines and seeks, "best practices" in the field of operations. Innovative, creative and open to new ideas. Seeks opportunities to improve services within available financial resources.

Integrity: Takes responsibility for actions and decisions; aligns actions and words; demonstrates honest and ethical behaviors in all business transactions.

Conflict and Issue Resolution: Facilitates timely and constructive conflict and issue resolution; follows-up on unresolved issues effectively; accepts advice and constructive counsel.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT

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