

**Manager, Policy (2)
Policy, Plan Management
(Permanent Full Time)**



Are you keen to join an inclusive and dynamic pension administrator with a global reputation for service excellence?

The Ontario Pension Board (OPB) administers the Public Service Pension Plan (the PSPP), a major defined benefit, single employer pension plan sponsored by the Government of Ontario. With 100,000 members and \$31 billion in assets, the PSPP is one of Canada's largest pension plans. It is also one of the country's oldest, successfully delivering the pension promise since the early 1920s. [Learn more about OPB.](#)

OPB has an exciting opportunity in our Policy team for two leadership positions overseeing dedicated operational and strategic policy streams. You will be a thought leader who strives to make a positive impact on the organization, our clients, and the industry as a whole, and who will work in close partnership to provide trusted policy advice and support to the organization. Whether you are a policy professional looking to transition into people leadership, or an experienced policy manager, these roles offer the opportunity to lead highly collaborative, dedicated and agile teams in a purpose-driven organization.

Reporting to the Director, Pension Legal and Policy, each occupant of the the Manager, Policy role will lead their team in advancing the business and strategic priorities of OPB in the administration of the PSPP. Each manager will direct their team's development of strategic advice, insights, options and recommendations and will support internal stakeholders across OPB, with exposure to senior management and the Board of Directors.

Key Responsibilities:

Operational Policy Portfolio:

Focusing on the day-to-day plan operations, the Manager responsible for the Operational Policy Portfolio will lead the team that:

- provides support to Client Services and other internal stakeholders as the primary contact on policy and Plan Text inquiries and interpretation, including in relation to complaint resolution;
- leads the development and revision of operational procedures;
- co-ordinates the review of all plan publications and communications materials, supporting the development and revision of technical messaging; and
- leads the production of tactical implementation plans to operationalize policy decisions and developments and oversees quality assurance.

Strategic Policy Portfolio:

Focusing on the advancement of strategic policy initiatives, the Manager responsible for the Strategic Policy Portfolio will lead the team that:

- formulates complex policy development, interpretation and analysis on strategy;
- oversees strategic research activities and promotes thought leadership by advancing OPB's advocacy efforts;
- spearheads OPB's monitoring of pension, regulatory and legal developments, assessing opportunities for impact and developing options and recommendations; and
- maintains oversight of pension regulatory matters and inquiries.

Key Qualifications:

- Proven leadership and management skills: demonstrated ability to lead a team, effectively coach, mentor, motivate staff; manage cross-departmental collaboration with a view to driving effective development and implementation of strategies and policies.
- Expertise in interpreting legislation and regulations: demonstrated ability to analyze complex data and legal texts to understand their implications on pension policy and the organization.
- Excellent interpersonal and communication skills to effectively collaborate and engage with a variety of stakeholders, communicate highly complex information, and clarify its impact and implications.
- Proven strategic thinking and analysis skills, with the ability to analyze complex issues and apply creativity to develop innovative solutions in less well-defined situations.
- Demonstrated research skills and the ability to draft clear, concise, and compelling written materials tailored to the right level of complexity for the audience.
- Effective project management skills and the ability to coordinate with multiple internal and external stakeholders.
- Knowledge of the administration of defined benefit pension plans and governing legislation including the *Pension Benefits Act*, the federal *Income Tax Act*, the *Employment Standards Act, 2000*, and the *Family Law Act* is an asset.
- Knowledge and understanding of regulatory frameworks and process related to the financial services sector and relevant provincial and federal policies and programs is an asset.
- Undergraduate degree in Public Policy, Law or related field, or equivalent experience.
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint).

Please submit your resume if you are interested in this exciting opportunity:

[Careers - Ontario Pension Board \(opb.ca\)](http://opb.ca)

The competition will remain open until a successful candidate is selected or until the competition is closed.

OPB is committed to providing accommodation for people with disabilities in its recruitment process. Please advise OPB if you require an accommodation and we will work with you to meet your needs. OPB is committed to fostering a culture of diversity, equity and inclusiveness that reflects the diverse communities we serve. We welcome and encourage applications from those who may contribute to the further diversification of ideas. Candidates being considered for this position will be required to submit to a background screening. We thank all applicants, however, only those selected for an interview will be contacted.