

Writer, Pension Procedures (Policy)

At OPB, the health and safety of our employees, clients, vendors, and stakeholders is our top priority. In accordance with the advice of applicable public health authorities, we have transitioned to work-from-home to mitigate the risk of the potential spread of COVID-19.

To learn more about our hiring protocols during the COVID-19 pandemic, please visit our Careers site at <https://www.opb.ca/about-opb/careers>.

As an experienced writer you will work collaboratively with our Policy team and Client Services Branch to design, create and write concise procedures that support pension administration. You will be responsible for developing administrative procedures by analyzing policy decisions, legislative documents, plan provisions and business processes. Working with various departments, you will document procedures and related content, and translate technical and conceptual information into operational directions and procedural instructions. You will develop an evaluation process to measure procedure effectiveness and make suggestions for process improvements to achieve required outcomes and maintain best practices. You will also participate in business transformation initiatives and recommend process enhancements to support OPB's strategic objectives.

Key Qualifications:

Your proven strong written communication and analytical skills are complemented by your well-developed research, technical writing, and interpersonal/negotiation skills. You have demonstrated skills and ability to transform legislative requirements, policies, and business processes into procedures for different clients with various operational requirements and business focus. You must be diplomatic when addressing client expectations and able to adapt to changing needs to achieve desired outcomes. In addition, you should be self-directed and team-oriented with the ability to grasp technical issues and extract key concepts in a fast-paced environment. You possess expertise in effectively managing procedures development; you do this by conducting research interviews and facilitating brainstorming meetings, working groups and gap analysis sessions. You have demonstrated the ability to organize and prioritize work and experience in providing a high level of service to meet demanding client needs. Experience in process mapping, gap identification and development of business procedures is also required. With a strong desire to learn, you embrace and promote a culture of teamwork and collaboration. Experience in pension plan administration with in-depth knowledge of the Public Service Pension Plan and relevant pension legislation is an asset.

Are you interested in this exciting opportunity?

If yes, please submit your resume by 5:00pm, June 28, 2021.

Please visit OPB's Career page to apply <https://opb.talcura.com/candidates/home.aspx>

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. 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.