



Title: Senior Advisor
Canada Games Council (CGC)

Reports to: Senior Vice President

Oversees: Advisor(s)

Location: Ottawa, ON

Update: This is a repost of a process that originally closed on March 8, 2020 with amendments to the closing date and qualifications. If you previously applied for this position, you may either reapply, or request that your original application be reconsidered as originally submitted.

The Canada Games Council (CGC) is the franchise holder for the Canada Games, responsible for management of the Canada Games system and the development of the Canada Games Movement. Held once every two years, alternating between winter and summer, the Canada Games represent the highest level of national competition for up and coming Canadian athletes. The Games have been hosted in every province at least once, as well as in the Yukon Territory, since their inception in Quebec City during Canada's Centennial in 1967, and are proud of their contribution to Canada's sport development system in addition to their lasting legacy of sport facilities, community pride, citizen engagement and national unity. As the Games move from one host community to the next, the CGC provides the continuity, leadership and support to Host Societies in key areas through CGC's Transfer of Knowledge program. The CGC also ensures effective long-term partnerships with national sport organizations, Federal-Provincial/Territorial governments, the corporate sector, broadcasters and the media.

JOB SUMMARY

The Senior Advisor will be responsible for delivering the business elements related to a Games and Host Society development, that fall within the CGC's Transfer of Knowledge program. Specifically, the incumbent will be responsible to deliver the CGC's process related to bid procedures and hosting standards with Provincial/Territorial Governments, including the ongoing refinement of CGC's Bid Evaluation process. The Senior Advisor will be responsible to manage the delivery of the Bid Evaluation Phase, including coordination with various committees, partners, and staff. Upon the award of the Games, the incumbent will oversee and support the Host Municipality(ies) through its transition into a Host Society, development of its business plan, and overall organization and operational structure. Following the Games, the wind-up and dissolution of the Host Society, including recovery of documentation and completion of audits and final reporting, will also fall within this job profile. The incumbent will be working with 3 to 4 Games at any given moment, in various phases of the Canada Games Life Cycle.

THE OPPORTUNITY

Located in Ottawa, Ontario, the Canada Games Council is seeking an individual to assume responsibility for the operation and administration of the business elements of the Canada Games Life



Cycle. A new full-time permanent position within the CGC, due to the evolution and growth of the Transfer of Knowledge program, the Senior Advisor will be responsible for ensuring the Games are supported and operate following the system and structure of the Transfer of Knowledge program. Travel will be required, primarily domestic and including some weekends. The position is located in Ottawa.

This selection process may be used to staff other similar positions at the CGC.

THE FIT

This is an exciting opportunity for a highly motivated individual to provide leadership working with and guiding governments and Host Societies in the structure of the Canada Games, and set-up of the Host Society. The CGC is seeking someone who possesses a post-secondary degree in a related field (eg. Sport Management, Business Administration). In addition, the ideal candidate will be results oriented and focused, with exceptional communication skills and the ability to build strong relationships. Successful candidates will have a minimum of 5 years of progressive professional experience, including at least three years as a manager. The successful candidate will thrive in a fast-paced environment, is a team player with a proven track record in project development, management, and execution.

DUTIES AND RESPONSIBILITIES

The major responsibilities of the Senior Advisor include the following:

- 1. Phase 1: Bid Procedures to Phase 5: Business Plan**
 - Responsible to deliver business elements Games Life Cycle phases 1 - 5;
 - Responsible to support Provincial/Territorial Governments in the early phases of the Life Cycle;
 - Responsible to support each Games as they transition from Bid Committee, to Transition Team, to Host Society; and
 - Ensure CGC information is relevant, accurate and updated as Games evolve through the Life Cycle.

- 2. Phase 9: Final Report & Wrap-Up**
 - Responsible to ensure Host Society accomplishes a thorough and constructive wind-up process, including final reporting and dissolution; and
 - Responsible for managing CGC's internal review process of Host Society information, including financials, memorabilia, final reports, key statistics and variables.

- 3. Overall Life Cycle Management**
 - Support to enhancing, monitoring, and evaluation of the Games Life Cycle; and
 - Ensuring relevant CGC resources are updated and accurate re: Games Life Cycle.

- 4. Employee Oversight**
 - Provide direction, oversight and performance management to the Advisor, Business Delivery in relation to the Games Life Cycle.



5. Other Duties as required

- Participate as a member of CGC's Games-Time Mission Team;
- Support overall Transfer of Knowledge Program as required; and
- Support Functional Areas and pieces of work within the Business Delivery team, as required.

ESSENTIAL QUALIFICATIONS

In order to be considered, your application must clearly explain how you meet the following:

Education:

- Bachelor degree, ideally in Business Administration, Sport Management, Commerce, or related advanced degree; or equivalent combination of education and relevant experience.

Experience:

- Minimum 5 years of progressive working experience, preferably within the sport system at provincial, national and/or international level, major event hosting, or with franchise development experience;
- Experience managing projects, including development, monitoring, and evaluation cycles;
- Experience managing key partners, including governments and clients; and
- Experience managing personnel, and building strong relationships with colleagues.

Knowledge & Skills:

- Strong reading, writing and verbal communication skills in English;
- Strong interpersonal skills, with ability to build and manage relationships;
- Ability to communicate effectively;
- Ability to multitask, managing several projects at once; and
- Experience managing staff and volunteers.

ASSET QUALIFICATIONS

The following asset qualifications are highly desirable and may be applied to assess applications:

- Strong reading, writing and verbal communication skills in French;
- Currently residing in the Ottawa/Gatineau area, or willing to relocate;
- Franchise operations experience, ideally with Franchisor; and
- Familiarity with Google Suite of applications.

APPLICATION DEADLINE: 3 May 2020

Persons are entitled to participate in the selection process in the official language of their choice. Applicants are asked to indicate their preferred official language in their application.



EMAIL APPLICATIONS TO: jobs@canadagames.ca

This position is possible through financial support by Sport Canada.

The Canada Games Council is committed to building a skilled, diverse team reflective of Canadian society. As a result, we promote employment equity and encourage candidates applications from women, Indigenous persons, persons with a disability or members of a visible minority group and regardless of sexual identity, gender identification or gender expression.

This position is based in the Canada Games Council main office. The office is located in Ottawa, Ontario, on the traditional and unceded land of the Algonquin nation.