



# METROLINX

An agency of the Government of Ontario  
Une agence du gouvernement de l'Ontario

## MANAGER & SENIOR ADVISOR TO THE PRESIDENT / CEO

**\$93,729 - \$117,162 per annum**

***(Restricted to Metrolinx Employees)***

**Metrolinx** is an agency of the Government of Ontario and oversees GO Transit, PRESTO and the Air Rail Link. Our goal is to create a transportation network that enhances the prosperity, sustainability and quality of life for the Greater Toronto and Hamilton Area. Join us as we work together to transform the way the region moves.

The Office of the President and Chief Executive Officer (CEO) is seeking a dynamic leader to provide advice on Metrolinx programs and policies, and to effectively manage the Executive Office.

### **Key Responsibilities:**

- Ensuring efficient management of Executive Assistants and other support staff within the Executive Offices of the President / CEO and Chair, who are responsible for providing administrative support including calendar management, day-to-day communications, and correspondence.
- Providing advice to the President / CEO and Chair on a variety of contentious and emerging issues, while liaising with Strategic Communications and program areas to develop responses, as appropriate.
- Managing the flow of information between executive offices of Metrolinx and corresponding offices of Provincial, Federal, and Municipal Governments and a broad range of internal and external stakeholders.
- Managing financial / accountability controls for all items proceeding to the President / CEO for approval, including reviewing and analysis of business cases.
- Providing direction and leadership in the development and implementation of projects within the Office of the President / CEO, meeting milestones and resolving conflicts between competing projects.
- Coordinating and attending meetings of the Metrolinx Senior Management Team and Corporate Services Management Team, including organizing the agenda and materials, and following up on action items.

**Location:** 20 Bay Street, Toronto

### **Qualifications:**

- University Degree in a related discipline, or an advanced/specialist technical certification requiring an equivalent number of years of post-secondary education.
- Eight (8) years of related experience, or a combination of education, training, and experience deemed equivalent.
- Excellent research and analytical skills, with a demonstrated ability to effectively gather, understand, and synthesize information into actionable advice for decision makers.
- Superior oral and written communications skills, with proven experience in preparing, or leading the preparation of, key issues/briefing materials for senior executives.
- Experience working with confidential information in a fast-paced and politically sensitive environment.

Resumes must be received by the Human Resources Office, Metrolinx, no later than **April 12, 2012**, quoting **File Number XX-XXX**.

**We thank all applicants for their interest, however, only those selected for further consideration will be contacted.**

**AN EQUAL OPPORTUNITY EMPLOYER**

[www.metrolinx.com](http://www.metrolinx.com)

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