



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

## Corporate Policy Advisor, Corporate Compliance

**Job ID** 93581-en\_US-8418

**Web Address**

[https://careers.indigenous.link/viewjob?jobname=93581-en\\_US-8418](https://careers.indigenous.link/viewjob?jobname=93581-en_US-8418)

**Company** TC Energy

**Location** Calgary, AB

**Date Posted** From: 2021-10-14

To: 2050-01-01

**Job** Type: Full-time

Category: Resource Sector

### Description

Corporate Policy Advisor, Corporate Compliance Reference Code: 93581 Location: Canada (CA) - Calgary, AB

Job Category: Compliance/Audit/Regulatory

Employment Type: Employee Full-time

Relocation Eligibility: This position is not eligible for our relocation program

Application Deadline: 10/22/2021 We all need energy. It warms our homes, cooks our food, gives us light, and gets us where we need to go. It also improves our quality of life in countless other ways. At TC Energy, our job is to deliver that energy to millions of people who depend on it across North America. And we take our job very seriously.

Guided by our values of safety, integrity, innovation, responsibility and collaboration, we develop and operate our facilities safely, reliably and with care for our impact on the environment. With our presence across the continent, our people play an active role in building strong communities.

We're proud of how our hard work and commitment sets us apart and benefits society, every day.

We're looking for new team members who share our values and are ready to take on exciting challenges.

To remain competitive, support our high-performance culture and allow for more flexibility in the way we work, we offer a hybrid work model and flexible dress code for our eligible office-based workforce in Canada, the U.S. and Mexico.

### The Opportunity

We are seeking a Corporate Policy Advisor to join our Corporate Compliance team, reporting to the Manager, Inter-Affiliate Compliance, Training and Services, and taking day-to-day direction from the Team Lead, Policy and Compliance Services. The Corporate Policy Advisor will assist with the management and development of TC Energy's Corporate Governance Documents and will provide support required to maintain an accurate and reliable policy management system.

### What you'll do

- Support development of new and updated Governance Documents by assisting with research and benchmarking, consulting with Company subject matter experts, drafting governance content
- Advise and assist internal stakeholders on applying the Governance Document Framework to corporate policy proposals

- Participate and provide guidance to Governance Document owners with communications, implementation, monitoring and compliance strategies
- Maintain and develop Governance Documents records and files
- Provide data gathering, analysis and report writing to support decision making, the implementation of business improvement initiatives and governance coordination
- Provide general training, education, and awareness of Governance Documents and the related Governance Document development and maintenance process
- Provide direct input into recommendations and new approaches to help achieve continuous improvement of governance practices
- Provide document management and system support to ensure that the corporate Governance Document record is consistent and accurate and to ensure technical systems (e.g., OpenText and SharePoint) are maintained; and
- Ensure Governance Documents are available in relevant languages.

#### Minimum Qualifications

- Undergraduate degree in Business, Policy Studies, Legal/Regulatory, Communications or another Compliance-related field focused on the private sector
- Minimum 4 - 7 years of relevant experience
- Existing knowledge of, or an ability to quickly develop, an understanding of the Governance Documents, the relevant framework, and processes
- Superior verbal and written communication skills including experience in developing and drafting policies, briefing notes, presentations, memos, and other business documentation

#### Preferred Qualifications

- Graduate degree or equivalent professional certification
- Strong planning and organizational skills, as well as attention to detail
- Ability to handle multiple priorities and manage major projects to successful completion on tight timeframes
- Ability to understand and provide advice to internal stakeholders on the Governance Document Framework within tight deadlines
- Experience following and continuously improving business processes
- Experience analyzing problems and recommending solutions
- Strong interpersonal skills and proven ability to work efficiently and effectively both independently and as part of a team and with stakeholders at all levels of the Company
- Demonstrated facilitation and project management skills; and
- Experience using SharePoint, OpenText, and DocuSign
- An alternative combination of education and experience may be considered.

Applicants selected for an interview will be asked to prepare a writing sample in advance.

Applicants must have legal authorization to work in the country in which the position is based with no restrictions. All positions require background screening. Some include criminal and/or credit checks in order to comply with regulations.

#### About our business

TC Energy (formerly TransCanada) is a leading energy infrastructure company in North America. We have three complementary businesses of natural gas pipelines, liquids (oil) pipelines, and power generation. Our operations span three countries, seven Canadian provinces, and 34 U.S. states.

Apply now! Apply to this posting by 10/22/2021 using reference code 93581. You must apply

through our jobs system at [jobs.tcenergy.com](https://jobs.tcenergy.com). Only applications submitted through our system will be acknowledged. Applications may be submitted using a mobile device or a desktop / laptop computer. TC Energy is an equal opportunity employer. Learn more Visit us at [TCEnergy.com](https://TCEnergy.com) and connect with us on our social media channels for our latest news, employee stories, community activities, and other updates. Thank you for choosing TC Energy in your career search. \* Depending on qualifications, the successful candidate may be offered a position at a more appropriate level and/or ladder. \* Applicants must have legal authorization to work in the country in which the position is based with no restrictions. \* All positions require background screening. Some require criminal and/or credit checks to comply with regulations. \* TC Energy is committed to provide employment opportunities to all qualified individuals, without regard to race, religion, age, sex, color, national origin, sexual orientation, gender identity, veteran status, or disability. Accommodation for applicants with disabilities is available on request during the recruitment process. Applicants with disabilities can request accessible formats or communication supports by contacting [careers@tcenergy.com](mailto:careers@tcenergy.com).

For more information, visit TC Energy for Corporate Policy Advisor, Corporate Compliance