

**Executive Director
The Nova Scotia Energy and Regulatory Boards Tribunal
Halifax, NS**

Venor is proud to partner with the Nova Scotia Energy and Regulatory Boards Tribunal in their search for an Executive Director to join their team in Halifax, NS.

The Nova Scotia Energy and Regulatory Boards Tribunal (Tribunal) is an independent body that supports the Nova Scotia Energy Board and the Nova Scotia Regulatory and Appeals Board. These quasi-judicial boards regulate in areas such as electricity, natural gas, gasoline and diesel pricing, water utilities, public transportation, auto insurance, and municipal planning. With legal, court-like authority, the Energy Board and the Regulatory and Appeals Board deliver transparent, impactful decisions that can materially impact all Nova Scotians.

Working with the Tribunal is an exciting opportunity to be significantly involved in matters dealing with rates, policies and services impacting the daily lives of Nova Scotians. The work is dynamic, meaningful, and novel, addressing critical issues that matter deeply to people and communities across the province. This is an exciting opportunity to step into a role where your work truly matters and helps shape the future of Nova Scotia.

Position Summary

The Executive Director reports to the Chair and oversees the operation and administration of the Tribunal. This role is responsible for strategic and operational planning, administrative and advisory support, and the leadership of staff to ensure the Tribunal effectively delivers its mandates.

Key Responsibilities

Strategic and Leadership:

- Provide leadership with the Chair and committees to implement the Tribunal's strategic plan.
- Develop policies and governance practices aligned with the Tribunal's vision and goals.
- Drive organizational change, service excellence, and continuous improvement initiatives.
- Represent the Tribunal as a spokesperson and manage external relations.

Operational and Administrative:

- Oversee day-to-day administration across HR, finance, IT, advisory and clerk services, communications, and records management.
- Ensure compliance with legislative, regulatory, and professional standards.
- Support development of the annual business plan, accountability reporting, and operational policies.
- Direct and coach senior staff, ensuring effective team leadership and collaboration.

Advisory and Governance Support:

- Provide advice and support to the Chair, Vice Chairs, members, and staff on administrative and operational matters.
- Maintain strong relationships with stakeholders and respond to external inquiries.
- Support decision-making by ensuring accurate information, risk management, and responsive service delivery.

Qualifications

- A university degree in a related field, complemented by a professional designation or MBA.
- 10 years of progressive leadership experience, ideally within a complex, regulatory, public, or related environment.
- Proven expertise in strategic and business planning, financial management, policy development, human resources, IT systems, and organizational administration.
- Strong analytical skills with the ability to assess complex issues, make sound, evidence-based decisions, and manage organizational risk.
- Demonstrated success in leading teams, developing talent, and fostering a culture of collaboration, accountability, and trust.
- Exceptional communication and relationship-building skills, with the credibility to engage effectively with diverse stakeholders and act as a trusted spokesperson.
- A track record of driving change, operational excellence, and continuous improvement at the organizational level.
- Proficiency with information management systems and modern business applications.

If you are a visionary leader passionate about driving organizational impact and empowering teams to achieve excellence, we would love to hear from you. Reach out to Erika Hildebrand via erika@venor.ca or Andrea Murray via andrea@venor.ca

We embrace a culture of belonging in the workplace. No matter who you are, where you're from, how you think, what you believe in, or who you love, we welcome your application. We all come from different backgrounds and different walks of life, bringing in unique perspectives and experiences. We encourage applications from 2SLGBTQ+, Black, Indigenous, and People of Colour (BIPOC), women, newcomers to Canada, and people with disabilities.