

Centralized Recruitment for Public Agencies

Fact Sheet

Introduction to Centralized Recruitment

As of September 1, 2019, the recruitment of board members to Alberta public agencies is overseen and coordinated centrally by the Public Agency Secretariat (PAS).

Previously, individual departments led the recruitment of board members for their public agencies. This required multiple ministerial approvals and the use of external executive search firms. Centralizing public agency recruitment to PAS has streamlined the approval process, increased efficiencies in the reappointment process and increased cost savings by using an in-house executive search team.

Recruitment Principles

Effective: The recruitment accurately identifies candidates who have the competencies required for the position.

Efficient: Recruitments are completed in a timely and resource-conscious manner.

Diversity: The recruitment process recognizes the importance of diversity within public agency boards to ensure that Albertans in all their diversity are represented.

Competency-Based: Candidate selection is based on whether the applicant possesses the skill set that meets the needs and nature of the role and the public agency.

Roles and Responsibilities

Minister

- Maintain relationships with board chairs;
- Identify priority vacancies;
- Approve all recruitment activities; and
- Propose appointee(s) to Cabinet.

Departments

- Provide information about the agency and position to PAS to support the recruitment process;
- Provide feedback to PAS on recruitment strategy and recruitment materials
- Coordinate cabinet documents (e.g. OCs/MOs); and
- Provide information regarding agencies they are responsible for upon request.

Public Agency Secretariat

- Coordinate recruitment activities;
- Provide support and advice; and
- Collaborate with appointments director.

Executive Search

- Draft and create online recruitment postings;
- Provide enhanced recruitment efforts, including national and international searches; and
- Work with PAS to adjudicate applicants.