

**Chief of Staff - Office of the CEO - [Large Multinational Corporation]**

## [Multinational’s Mission Statement / Description]

*Salary Commensurate with Qualifications, Education & University Guidelines.*

*We recommend membership in the Chief of Staff Association forms part of any renumeration package.*

Position Information

# Basic Function

The Chief of Staff (COS) shall serve as a member of the senior management team of [organization name], with the equivalency of Managing Director of the Company, and with authority over a wide range of management and technical assignments within the organization. They will also be assigned special projects that may be on-going and/or non-recurring in nature.

# Dimensions

The COS shall supervise the work of office staff, professionals, consultants, executive assistants, office secretary, human resources, and the diary management team to varying degrees at [organization name]. They will work collaboratively with members of the Executive Committee of the organization Company and assist leaders including the principal advisor to CEO.

# Nature and Scope

The COS will liaise between internal stakeholders including the Board of Directors, the CEO, executives, administrators, human resources, investor relations team, legal counsel, risk management, media team, office secretary and staff. They will also liaise, organize, and execute in relation to external parties including government officials, external consultants, auditors, legal representatives, union representatives, representatives from other financial institutions, financial counterparties, investment managers, regulatory authorities, the media, and visitors to the office.

# Principle Duties

## The COS will:

* Be the Principal Advisor to the CEO.
* Be responsible for directing the operations of the CEO’s Office while maintaining constant interface with the executive committee to ensure that key issues are proactively addressed.
* The Chief of Staff serves as the CEO’s liaison to various committees within the Company.
* Manage the flow of communication from the CEO’s office to ensure consistent and responsive messaging.
* Assist in planning policies and goals consistent with organizational objectives and governmental regulations.
* Supervise key reports, including staff responsible for the production of financial metrics, risk report, and daily briefings for the CEO.
* Supervise the diary management team and executive assistant in their tasking to ensure a well-run and efficient schedule for the CEO.
* Help prepare press releases and work with [organization name]’s media team to provide high-quality inputs and direction to media organizations.
* Ensure that financial and risk metrics and dashboards are kept up to date.
* Coordinate the CEO’s itinerary and travel schedule to ensure their smooth movement and efficient use of their time.
* Supervise the drafting of market statements and presentation and ensure that the CEO is well- prepared for routine quarterly conference calls as well as other engagements with shareholders.
* Liaise with investor relations to keep abreast of the company’s financials, marketing message, and inputs from shareholders.
* Manage projects that require coordination of several different offices and/or areas of the organization including personnel/management reviews, and special studies.
* Prepare an agenda for each senior executive meeting and provide a summary of discussions and action items resulting from each meeting to attendees, with appropriate follow-up. Occasionally attend such meetings in lieu of the CEO.
* Develop data analysis and write reports for use in executive decision-making. handle data, communication and projects that are highly privileged and confidential.
* Provide leadership in the development and administration of firm-wide integrated plans and processes, including accreditation assessments and performance evaluation reviews.
* Maintain supportive relationships with all tiers of the organization.
* Remove barriers that hamper inter-and intra-department communications and contribute to a positive and collegial culture that bolsters the firm’s esprit de corps and morale.
* Monitor assignments which must be accomplished in conjunction with other senior executives.
* Prepare reporting materials and/or reports for regulatory compliance.
* Oversee the CEO’s security requirements, including liaison with external security advisors.
* Prepare the CEO for Congressional testimony, hearings, and media briefings.
* Perform other related duties as assigned.

# Core Competencies

## The COS must possess and demonstrate competencies in:

* The principles, practices and methods utilized in progressive leadership and staff level management.
* Production of presentations and financial models at a high level.
* Knowledge of Bloomberg and Datastream are assets.
* Skill in management and leadership with the ability to direct programs, staff and cross-functional teams in an efficient and effective manner.
* Exceptional interpersonal skills including tact, patience, and acumen and the ability to work with many, diverse individuals and groups across various functions.
* The organization’s code of conduct.
* Knowledge of financial regulatory laws is an asset.
* Excellent organizational and analytical skills and the ability to formulate recommendations and improve team dynamics.
* Writing press releases and preparing materials for the media.
* Excellent oral and written communication skills including creative writing and presentation skills.
* The ability to prioritize work actions and follow-up with meticulous attention to detail and accuracy.
* The ability to work effectively under pressure, handle multiple priorities, tasks, demands and time- sensitive pressurized situations.
* The ability to maintain effective and harmonious relations with the organization’s stakeholders.

# Minimum Requirements

Master’s Degree in Business Administration or related field, and [range] years of relevant experience and/or an equivalent combination of [range] years combined with higher education/training and experience. CFA is an asset.

***Note:*** *This position description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required as directed by the President of the University. The university has the right to revise this position description at any time. This position description is not and should not be construed as a contract for employment.*