

G. MATTHEW SYMONDS

PROFILE

- An analytical, dynamic, results-oriented executive with 21 years of experience
- Proven track record in human resources and operations management
- A strong leader, motivator and collaborator
- Excellent analytical, interpersonal and communications skills
- Solid experience in change management, and policy development and implementation
- Bilingual - English and French (linguistic profile = EEC)

EMPLOYMENT HISTORY

Director – Corporate Secretariat and Ministerial Liaison

July 2009 to Present

National Gallery of Canada, Ottawa

Provides strategic advice to support the rigorous review of critical issues and informed decision making by the Board of Trustees. Plans and coordinates all activities for Board meetings (e.g., preparation of briefing books, logistics, etc.). Provides advice and recommendations on corporate governance issues. Oversees the policy development and review process. Develops the annual corporate plan, the cyclical risk-based audit plan and the Gallery's governance framework for corporate planning and reporting, risk management and internal audit. Manages relationships with key government stakeholders to advance the Gallery's position on key files.

Key Accomplishments

- Successfully organized the 2009 Strategic Planning Session of the Board of Trustees.
- Led the development process and wrote the 2010-2011 National Gallery Corporate Plan.
- Managed the development of the 2010-2013 National Gallery Risk Based Internal Audit Plan.

Visiting Executive

Sept 2007 - July 2009

Association of Professional Executives (APEX), Ottawa

Advised the Chief and Deputy Executive Officers and APEX members on executive management and compensation issues. Represented APEX on interdepartmental committees such as the HR Council. Managed projects as required.

Key Accomplishments

- Led the re-write of the Association's By-laws, interfacing between legal counsel and the APEX Executive Committee to ensure key directions and legal requirements were reflected
- Researched, developed and wrote the APEX Employee Handbook, the first ever document that articulates the terms of conditions of employment for APEX's administrative staff.
- Coordinated the 2009 APEX Awards of Excellence Program.

Director General of Corporate Services

June 2005 – Sept 2007

Defence Research and Development Canada, Ottawa

Managed through subordinates a multi-disciplinary team of 80 employees in providing functional direction, policy guidance and operational services in the following areas: central administration, infrastructure and environment, HR, finance, business planning, communications, knowledge and information management and R&D program review.

Key Accomplishments

- Led DRDC's participation in the departmental IM/IT Rationalization exercise, resulting in a renewed collaboration between DRDC and DND on R&D support for IM/IT.
- Implemented the DRDC Action Plan in response to the Chief Review Services' review of DRDC's contracting processes.
- Stabilized DRDC's corporate services management capacity, staffing three regional CS Manager positions and two EX –level Director vacancies.
- Advanced the development of DRDC's Infrastructure Strategy and provided the executive interface to the TBS-led study of federal S&T infrastructure.

Director of Human Resources Operations

Aug 2004 – June 2005

Transport Canada, Ottawa

Managed a team of HR professionals in delivering operational staffing and classification services in the NCR, and in providing nation-wide corporate policy advice and in staffing, classification and compensation. Managed the Compensation Operations Division, a centralized unit with national pay processing, insurance, leave and pension services, and a national call centre that responds to compensation phone enquiries from across the country.

Key Accomplishments

- Successfully implemented the new Public Service Employment Act, including creating and leading TC's departmental Staffing and Staffing Recourse Committee, managing the development of TC's departmental suite of staffing-related policies.
- Developed the Departmental Staffing and Accountability Report to the Public Service Commission.
- Working in close collaboration with the departmental Office of Values and Ethics, successfully addressed a delicate issue of personal patronage in staffing, resulting in corrective action and a suspension of staffing delegation.

Director of Human Resources

April 2001 - Aug 2004

Canadian Space Agency, St-Hubert, Quebec

Provided strategic vision, leadership and action management for a comprehensive range of cost-effective HR services (i.e., classification, staffing, compensation and benefits, labour relations, employment equity, official languages and corporate programs).

Key Accomplishments

- Personally oversaw the development and managed the action plan that moved the CSA from non-compliance on 9 of 2 elements to full compliance with the *Employment Equity Act* within one year.
- Developed and managed the workforce regularization project, an Agency-wide strategy to convert terms and contractors to indeterminate positions, resulting in a more stable workforce, the creation of an impressive e-staffing system and the granting to the CSA by the PSC of external recruitment delegation for engineers.
- Managed the relocation of a CSA work unit from Ottawa to Saint-Hubert, Quebec.

Senior Policy Analyst, Pay Equity
Treasury Board Secretariat, Ottawa

Sept 2000 - April 2001

Provided technical expertise, policy development advice and recommendations to senior management, client departments and other employers on pay equity.

Director of Human Resources

Sept 1999 - Sept 2000

Public Works and Governments Services Canada, Hull

Led a multidisciplinary team in providing innovative, business-oriented HR services (i.e., recruitment and retention strategies, diversity management, labour relations advice, organization development) for a directorate of 1800 informatics and engineering professionals.

Key Accomplishments

- Directed “mobility in the matrix”, an organization development initiative aimed at transforming the HR function from the traditional transactional approach to a business-partnering model.

National Director, Student Programs

Oct 1996 - Sept 1999

Public Service Commission, Ottawa

Managed three complex, national recruitment programs (post-secondary recruitment, COOP/internship program and summer student hiring) to facilitate the recruitment and renewal needs of federal departments and agencies.

Key Accomplishments

- Modernized recruitment through the use of enabling technology, including the creation of a searchable COOP website, resulting in more efficient and cost effective recruitment approaches. 1999 Results = 17,000 applicants and 1200 hires for the student employment programs, 51% of all applicants were women, 35% were members of EE groups.
- In partnership with TBS and PSC colleagues, developed and implemented student-bridging mechanisms to facilitate renewal of the Public Service.
- Created the Speakers’ Resource Kit for use by senior managers to promote the Public Service.

Other Employment Experience

1989 - 1996

- From 1991 to 1996, successfully completed the Management Trainee Program with assignments in Revenue Canada (Customs), the PSC, and PCO.
- Joined the Public Service Commission in May 1989, serving as a Regional EE Officer and later as the Assistant to the Regional Director. During this time, I created the Black Employee Network and the Summer Student Program for Indigenous Black, the first such initiatives in the Federal Public Service.

EDUCATION

- 1989 - Master of Public Administration – Dalhousie University, Halifax, N.S.
(Recipient of the Guy Henson Gold Medal in Public Administration for the class of 1989)
- 1986 - Bachelor of Arts – Acadia University, Wolfville, N.S.

REFERENCES

Available upon request.