

REQ #	Position Title	Post Date	Close Date	# of Apps	Name of Successful Applicant	Accepted Date	Confirmed Date	Salary	Start Date	Comments
8093	Associate Deputy Minister	Nov 29/11	Dec 21/11	8	Unknown					HC posted only, all applications were sent to Executive Recruitment, Mark McLeod
7395	STRAT LEAD - Executive Project Director	Oct 27/11	Nov 11/11	27	Daren Stradel	Jan 9/12	Jan 17/12	\$113,073.63 Annual	Jan 23/12	2 hires from this requisition, Daren and Sean Darling. See REQ 7396
7396	STRAT LEAD - Executive Project Director	Oct 27/11	Nov 11/11	27	Shawn Darling	Jan 3/12	Jan 17/12	\$105,000 Annual	Jan 16/12	Second hire from original REQ 7395
7526	BUS LEAD - Project Manager	Nov 4/11	Nov 18/11	0	Never posted					Requisition was entered and consultation done but never posted.
8845	CLK ST 09R - Administrative Assistant			Pool	Leigh Anne McDonald	Jan 30/12	Feb 2/12	s.22	Jan 30/12	Recruited from Clerical Pool

REQ 8063 Associate Deputy Minister - showing as posting closed but not filled. HC posted only. All applications went to Executive Recruitment – Mark Mcleod

Req #:	8063
Position Number:	00000000
Ministry ADM:	
Hiring Manager:	
Position Classification:	Associate Deputy Minister
Ministry / Organization:	BC125 - Jobs, Tourism & Innovation
Ministry Branch / Division:	
Full/Part Time:	Full-time
Employee Class (not posted):	Regular Full Time
Job Type (displayed on posting):	Regular Full Time
Temporary End Date:	
FTE:	
Location:	Victoria
Multiple Locations:	
Salary Plan:	
Job Grade:	

Position Options & Status

Posting Title:	Associate Deputy Minister, Major Investment Office
Job Profile:	iti.assoc.dm.final.profile.doc
Job Summary:	
Ministry Jobs, Tourism and Innovation	
Associate Deputy Minister	
Major Investment Office	
Victoria	
The Ministry of Jobs, Tourism and Innovation brings together key lines of government services that promote economic development in all regions of British Columbia. The Ministry is mobilizing its expertise, resources and relationships to fully leverage emerging economic	

opportunities - creating jobs for families, and prosperity and sustainability for our communities.

Within the Ministry, the Major Investment Office will lead and work with other ministries and agencies to attract new investment and expedite significant investment projects planned for B.C., consistent with and supporting the government's Jobs Plan. The Major Investment Office will also work with investors, ministries, government agencies, other levels of government, and stakeholders to identify barriers impeding investment projects in B.C. and work to overcome them.

Reporting to the Deputy Minister, the Associate Deputy Minister ensures the work of the Major Investment Office is aligned with the direction of government and responsive to client and stakeholder needs; provides leadership and direction through strategic thinking, planning and results orientation; and ensures achievement of the business plan goals and objectives.

The Associate Deputy Minister is an experienced, senior leader who has developed strong business acumen through progressively more responsible assignments culminating in demonstrated success in an executive role in a large, complex organization. The Associate Deputy Minister has superior communication and negotiation skills, and a record of leading organizations through change and achieving continuous improvement. University degree and success in a business or economic arena; and experience at a leadership level developing partnerships with stakeholders, clients and customers, leading teams and complex multi-stakeholder projects, and developing and implementing strategic initiatives.

For more on the Ministry and the BC Jobs Plan visit: <http://www.gov.bc.ca/iti/>.

A role description and listing of qualifications is attached.

Please do not use the 'Submit your profile' / 'Submit Your Resume' feature when submitting your application.

To express your interest in this opportunity, please submit application materials to Executive.Recruitment@gov.bc.ca by December 21, 2011. The appointee will be required to consent to a criminal record check. Thank you to all who

express interest.		
Job Qualifications:		
Comments (Internal use only):		
Job Status:	Open	
Category:	Executive	
Post Date:	2011-11-29	
Close Date:	2011-12-21	
Planned Referral Date:		
Planned Offer Date:		
Recruitment Team:	Corporate services and management	
Recruiter Assigned:	Adrienne Walker	
Job Seeker can view Recruiter info?	No	
Bypass Requisition Approval?		
Isolation Allowance:	No	
Temporary Market Adjustment (TMA):	No	
Criminal Record Check Required?	Yes	

REQUISITION 7365 – STRAT LEAD - Executive Project Director - 2 hired

APPROVER(S) SELECTED:

Name	Date	Approved
Sandra Long	10/26/2011	Approved
Ann Evans Locker	10/26/2011	Approved
Steven Anderson	10/26/2011	Approved

Position Details

Req #:	7395
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Position Number:	00103706
Ministry ADM:	
Hiring Manager:	Steve Anderson
Position Classification:	Strategic Leadership
Ministry / Organization:	BC125 - Jobs, Tourism & Innovation
Ministry Branch / Division:	Economic Development
Ministry approval to hire:	Yes
Full/Part Time:	Full-time
Employee Class (not posted):	Regular Full Time
Job Type (displayed on posting):	Regular Full Time
Temporary End Date:	
FTE:	1
Location:	Victoria
Salary Plan:	MGT
Job Grade:	M3

Position Details

Posting Title:	STRAT LEAD - Executive Project Director
Job Profile:	7395 Job Profile Executive Project Director.docx

Job Summary:

Executive Project Director Strategic Leadership

Three (3) positions available in Victoria

Canada Starts Here

The BC Jobs Plan outlines the government's intended actions to stimulate job creation and economic development. The Major Investments Office is integral to the delivery of results on the first pillar, enabling job creation, through leading and directing the development, promotion and negotiation of major investment projects and government's commitment to defend and create jobs and to promote BC as a safe harbour for new investment.

The Executive Project Director position is responsible for

leading and directing the development, promotion, negotiation and implementation of new major investment projects that will result in the creation of jobs in B.C.

In this position, you will lead and direct potential investments of significant financial value from start to finish, ultimately striving to secure the opportunity. You will build and foster partnerships with a diverse range of senior business leaders in organizations with the potential and interest to invest in significant projects in B.C., ensuring that the mandate and goals of government are achieved.

As a successful candidate, you will need to be creative and solution oriented, with strong interpersonal skills. You will be a dual advocate working to attract new investments and help potential investors navigate the public policy landscape while at the same time ensuring that investors recognize and understand public policy programs, processes, approvals and obligations. When required, you will provide viable, creative solutions and alternatives to any issues, problems, roadblocks along the way to securing investments.

You possess strong financial management and analysis skills to manage the financial resources of the project(s) and are creative and flexible in your approach to doing business.

A tenacious, innovative thinker, you use your strong communication, negotiation, conflict resolution skills, critical thinking, presentation and proven professional relationship-building skills with peers across government, to achieve desired results.

You thrive in a fast paced, results oriented environment and are quick on your feet. You are also comfortable in representing government in negotiations with large private sector entities. In addition, you are a good writer and a good communicator with demonstrated experience regularly reporting and presenting to Treasury Board and Cabinet.

HOW TO APPLY:

A cover letter is required as part of your application. Your cover letter and resume should be submitted as one document in your profile when applying for this position.

For complete details on this opportunity, please review the attached job profile. Applications may be considered for other similar current and future vacancies, including permanent

and/or temporary positions in various locations. A criminal record check will be required.

If you are interested in this position and you plan on applying, please visit the [Frequently Asked Questions](#) page for tips on creating or updating your profile, searching for job opportunities and applying to postings.

Only applications submitted using the BC Public Service Recruitment System on this website will be accepted.

I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for employment or may result in my dismissal.

Job Qualifications:

To be considered for this position your resume must clearly demonstrate that you have the following:

- Degree in business administration, public administration, economics or related discipline and a minimum of 5 years experience leading significant projects with major financial commitments in a public sector setting, including developing Cabinet and Treasury Board submissions, or an equivalent combination of education and professional experience may be considered. PMP designation would be an asset.
- Experience in a senior management role leading new business development projects and/or business transformation projects involving a diverse range of ministries and project portfolios.
- Experience establishing collaborative relationships with senior leaders outside of as well as across government, and leading organizational change associated with implementation.
- Experience leading and coaching multi-disciplinary senior management teams in the development and implementation of a diverse range of projects.
- Experience in strategic business planning; contract management; financial management; and leading multi-party negotiations.

Applicants who move forward in the process may be assessed on the following criteria:

Knowledge

- Financial Management.
- Knowledge of protocols for amending or creating legislation, making submissions to Treasury Board and Cabinet Operations, drafting Ministerial Orders
- Knowledge of general approval and permitting processes internal to government, especially in the Natural Resources Sector.
- Solid understanding and knowledge of the global and BC economy.
- Demonstrated knowledge and understanding of the Crown's consultation and accommodation obligations pertaining to First Nations land claims.

Skills

- Strong leadership skills.
- Strong oral, writing and presentation skills.

Abilities

- Financial analysis.
- Ability to build and foster a diverse range of partnerships.
- Proven ability to negotiate multi-party contracts.
- Proven ability in preparing effective Cabinet and Treasury Board submissions.

Competencies

- Building Partnerships with Stakeholders.
- Leading People.
- Innovation.
- Results Orientation.
- Effective Communications.
- Strategic Orientation.
- Conflict Management.

Comments (Internal use only):	Additional hire out of req 7396. KO
Job Status:	Open - Internal Only
Category:	Leadership and Management
Post Date:	2011-10-27
Close Date:	2011-11-10
Planned Referral Date:	2011-11-15

Planned Offer Date:	2011-12-02
# of Openings:	2
Recruitment Team:	Corporate services and management
Recruiter Assigned:	Sandra Long
Job Seeker can view Recruiter info?	Yes
Bypass Requisition Approval?	
Isolation Allowance:	No
Temporary Market Adjustment (TMA):	No
Security Screening Required?	Yes
Security Requirement Type: Should the security screening information be incomplete or incorrect, please proceed with the requisition submission and inform your recruiter of any discrepancy.	

REQ 7395 OFFER LETTER

January 9, 2012

Darren Stadel

S22

Dear Darren:

Re: Requisition #7395, Position #00103706
STRAT LEAD - Executive Project Director
Victoria, BC
Jobs, Tourism & Innovation

Further to your interview, I am pleased to inform you that you have been selected for the position noted above.

Your salary upon appointment will be \$113,073.63 annually which represents the Strategic Leadership classification of the Management Compensation Framework.

Please confirm the salary rate reflected in your first full pay with the rate quoted in this letter. Any discrepancy should immediately be reported to [Payroll Services](#) (1-877-277-0772).

Your supervisor upon appointment will be Steve Anderson.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. Please go to [Consent for Disclosure of Criminal Record Information form](#). Complete this form and return it to me as soon as possible, so that I can send it to the Criminal Records Review Program. This offer of employment is subject to a satisfactory outcome of this search. New criminal record checks will be conducted periodically and at least every five years.

During your employment with the BC Public Service, you will be required to notify your manager or supervisor in the event that you are arrested, charged or convicted of any criminal offence.

Consistent with normal practice, you will be subject to a probationary period of 913 hours, which is equivalent to six (6) months of full-time employment, following which you will be recommended for confirmation provided that your performance is

satisfactory.

You will be excluded from union membership. The terms and conditions of your employment are available on the employee intranet, and available to you when you start work, so that you will be familiar with them.

Unsuccessful employee applicants may request a review of the staffing decision. Please ensure you do not make any final commitments in your present circumstances until you have been informed that this offer of employment can be finalized.

Darren, I wish you every success in your new position. Please contact me at Sandra.Carroll@gov.bc.ca if you have any questions or concerns.

Yours truly,

Sandra Carroll

REQ 7395 CONFIRMATION LETTER

January 17, 2012

Darren Stadel

S22

Dear Darren:

Re: Requisition #7395, Position #00103706
STRAT LEAD - Executive Project Director
Victoria, BC
Jobs, Tourism & Innovation

Once again, I would like to congratulate you on your new appointment in the BC Public Service. My earlier offer can now be confirmed as all required information has been received and the review period has concluded.

Please go to your Career Centre within the BC Public Service recruitment system via <http://employment.gov.bc.ca> and click the 'My On-boarding' link to obtain more information regarding your on-boarding documents, including where to send completed forms. If you are a current BC Public Service employee your on-boarding documents are optional for completion and are provided to you as a courtesy.

Darren, again I wish you every success in your new position, and I look forward to you starting on January 23, 2012. Please contact me at Sandra.Carroll@gov.bc.ca if you have any questions or concerns.

Yours truly,

Sandra Carroll

REQUISIT 7396-STRAT LEAD - Executive Project Director - Position#2 from original REQ 7395

Req #:	7396
Position Number:	00103707
Ministry ADM:	
Hiring Manager:	Steve Anderson
Position Classification:	Strategic Leadership
Ministry / Organization:	BC125 - Jobs, Tourism & Innovation
Ministry Branch / Division:	Major Investment Office
Ministry approval to hire:	Yes
Full/Part Time:	Full-time
Employee Class (not posted):	Regular Full Time
Job Type (displayed on posting):	Regular Full Time
Temporary End Date:	
FTE:	1
Location:	Victoria
Salary Plan:	MGT
Job Grade:	M3

Position Options & Status

Posting Title:	STRAT LEAD - Executive Project Director
Job Profile	Job Profile 00103706 00103707 00103708 00103709 Executive Project Director Major Investments Office 25Oct2011.docx
Job Summary:	
Job Qualifications:	
Comments (Internal use only):	Additional hire out of req 7395.
Job Status:	Pending
Category:	Leadership and Management
Post Date:	
Close Date:	
Planned Referral Date:	
Planned Offer	

Date:	
# of Openings:	0
Recruitment Team:	Corporate services and management
Recruiter Assigned:	Sandra Long
Job Seeker can view Recruiter Info?	Yes
Bypass Requisition Approval?	
Isolation Allowance:	No
Temporary Market Adjustment (TMA):	No
Security Screening Required?	Yes
Security Requirement Type: Should the security screening information be incomplete or incorrect, please proceed with the requisition submission and inform your recruiter of any discrepancy.	Criminal Record Check

REQ 7396 OFFER LETTER

January 3, 2012

Sean Darling

S22

Dear Sean:

Re: Requisition #7396, Position #00103707
STRAT LEAD - Executive Project Director
Victoria, BC
Jobs, Tourism & Innovation

Further to your interview, I am pleased to inform you that you have been selected for the position noted above.

Your salary upon appointment will be \$105,000.00 annually which represents the Strategic Leadership classification of the Management Compensation Framework.

Please confirm the salary rate reflected in your first full pay with the rate quoted in this letter. Any discrepancy should immediately be reported to [Payroll Services](#) (1-877-277-0772).

Your supervisor upon appointment will be Steve Anderson.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. Please go to [Consent for Disclosure of Criminal Record Information form](#). Complete this form and return it to me as soon as possible, so that I can send it to the Criminal Records Review Program. This offer of employment is subject to a satisfactory outcome of this search. New criminal record checks will be conducted periodically and at least every five years.

During your employment with the BC Public Service, you will be required to notify your manager or supervisor in the event that you are arrested, charged or convicted of any criminal offence.

Consistent with normal practice, you will be subject to a probationary period of 913 hours, which is equivalent to six (6) months of full-time employment, following which you will be recommended for confirmation provided that your performance is satisfactory.

You will be excluded from union membership. The terms and conditions of your employment are available on the employee intranet, and available to you when you start work, so that you will be familiar with them.

Unsuccessful employee applicants may request a review of the staffing decision. Please ensure you do not make any final commitments in your present circumstances until you have been informed that this offer of employment can be finalized.

Sean, I wish you every success in your new position. Please contact me at Steve.Anderson@gov.bc.ca if you have any questions or concerns.

Yours truly,

Steven Anderson

REQ 7396 CONFIRMATION LETTER

January 17, 2012

Sean Darling

S22

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Dear Sean:

Re: Requisition #7396, Position #00103707
STRAT LEAD - Executive Project Director
Victoria, BC
Jobs, Tourism & Innovation

Once again, I would like to congratulate you on your new appointment in the BC Public Service. My earlier offer can now be confirmed as all required information has been received and the review period has concluded.

Please go to your Career Centre within the BC Public Service recruitment system via <http://employment.gov.bc.ca> and click the 'My On-boarding' link to obtain more information regarding your on-boarding documents, including where to send completed forms. If you are a current BC Public Service employee your on-boarding documents are optional for completion and are provided to you as a courtesy.

Sean, again I wish you every success in your new position, and I look forward to you starting on January 16, 2012. Please contact me at Steve.Anderson@gov.bc.ca if you have any questions or concerns.

Yours truly,

Steven Anderson

REQUISITION 7526 – Project Manager - NEVER POSTED

APPROVER(S) SELECTED:

Name	Date	Approved
Jennifer Walker	11/01/2011	Approved
Melanie FriebeI	11/02/2011	Approved
Steven Anderson	11/02/2011	Approved

Position Details

Req # :	7526
Position Number:	00103713
Ministry ADM:	Sandra Carroll
Hiring Manager:	Steve Anderson
Position Classification:	Business Leadership
Ministry / Organization:	BC125 - Jobs, Tourism & Innovation
Ministry Branch / Division:	Major Investments Office
Ministry approval to hire:	Yes
Full/Part Time:	Full-time
Employee Class (not posted):	Regular Full Time
Job Type (displayed on posting):	Regular Full Time
Temporary End Date:	
FTE:	1
Location:	Victoria
Salary Plan:	MGT
Job Grade:	M2

Position Options & Status

Posting Title:	BUS LEAD - Project Manager
Job Profile:	Job Profile 00103713 Project Manager Major Investments Office BL_31Oct2011.docx

Job Summary:

Project Manager Entry level Business Leadership

Apply your project management expertise to a brand new division.

Canada Starts Here: The BC Jobs Plan is an important statement of government's intended actions to stimulate job creation and economic development. The Major Investments Office is integral to the delivery of results, enabling job creation through leading and directing the development, promotion and negotiation of major projects while promoting BC as a safe and desirable harbour for new investment.

As Project Manager you manage the development, implementation and evaluation of business components of large multi-faceted investment projects with multiple key deliverables. An effective communicator you assist executive project directors to ensure projects are moving forward and key milestones are met and represent the office on cross-governmental initiatives/meetings/files and stakeholder meetings. Organized and detail oriented, you draft key documents such as Treasury Board and Cabinet submissions, decision and briefing notes. This is a new office, so you have the opportunity to participate in its evolution. If you are strongly motivated and like to see projects through to completion, we encourage your application.

HOW TO APPLY:

A cover letter is required as part of your application. Your cover letter and resume should be submitted as one document in your profile when applying for this position.

For complete details on this opportunity, please review the attached job description. Applications may be considered for other similar current and future vacancies, including permanent and/or temporary positions in various locations. A criminal record check will be required.

Only applications submitted using the BC Public Service Recruitment System on this website will be accepted.

If you are interested in this position and you plan on applying, please visit the [Frequently Asked Questions](#) page for tips on creating or updating your profile, searching for job opportunities and applying to postings.

I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for employment or may result in my dismissal.

Job Qualifications:	
To be considered for this position your resume must clearly demonstrate that you have the following:	
Degree in business administration, public administration, related field or equivalent and experience.	
Experience managing multiple assignments or projects or leading a component (e.g., sub-project) of a major project.	
Experience managing relationships with senior level stakeholders and leading consultation sessions.	
Experience in directing the work for other project managers, professional employees, and/or consultants.	
Experience in contract management, and conflict resolution.	
Applicants who move forward in the process may be assessed on the following criteria:	
Ability to prepare financial and budget documents.	
An ability to prepare and deliver appropriate, clear and concise oral/written communication for a wide variety of audiences.	
Strong organizational, conceptual and interpersonal skills.	
An ability to handle multiple tasks and timelines and produce results in a fast-paced environment.	
A thorough knowledge of the Microsoft Office suite, including Access, Excel and MS Project.	
Comments (Internal use only):	<p>1. Screening: Hiring Manager has declined the use of a questionnaire and will do their own screening. All applicants will be converted to prospects every two days throughout the competition. The Hiring Centre will forward a Summary of Applicants and a screening template for your use within 24 hours of the close of the competition. The Hiring Manager will create their own shortlist. The Hiring Centre will send pre-screen regrets to unsuccessful applicants. 2. Assessments: The Hiring Manager will decide if a written assessment is required based on the number of applicants. The Hiring Centre will administer the written assessment HC will Send written assignment Nov 25 due Nov 28 The Hiring Centre will send regret letters to applicants who do not pass the written assessment. Oral Interviews are tentatively scheduled to be</p>

	conducted between: December 2, 2011 and December 2, 2011. The Hiring Centre will schedule the oral interviews (I will provide you with a checklist of required information). 3. Recruitment Support: The Hiring Manager will use their own assessment tools. The Hiring Centre will prepare a selection of draft questions based on the following competencies: 1) Strategic Orientation 2) Results Orientation 3) Building Partnerships with Stakeholders 4) Planning, Organizing and Coordinating
Job Status:	Pending
Category:	Leadership and Management
Post Date:	2011-11-04
Close Date:	2011-11-18
Planned Referral Date:	2011-11-21
Planned Offer Date:	2011-12-07
# of Openings:	1
Recruitment Team:	Corporate services and management
Recruiter Assigned:	Jennifer Walker
Job Seeker can view Recruiter info?	No
Bypass Requisition Approval?	
Isolation Allowance:	No
Temporary Market Adjustment (TMA):	No
Security Screening Required?	Yes
Security Requirement Type: Should the security screening information be incomplete or incorrect, please proceed with the requisition submission and inform	

your recruiter of any discrepancy.	
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REQUISITION 8845 – CLK ST 09R - CLERICAL POOL – 1 position filled

Position Details

Req #:	8845
Position Number:	00033695
Ministry ADM:	Sandra Carroll
Hiring Manager:	Tracy Jo Reid
Position Classification:	Clerk Stenographer R9
Ministry / Organization:	BC125 - Jobs, Tourism & Innovation
Ministry Branch / Division:	Major Investments Office
Ministry approval to hire:	Yes
Full/Part Time:	Full-time
Employee Class (not posted):	Temporary (Auxiliary)
Job Type (displayed on posting):	Temporary (Auxiliary)
Temporary End Date:	2012-06-15
FTE:	1
Location:	Victoria
Salary Plan:	GEU
Job Grade:	09A

Position Options & Status	
Posting Title:	CLK ST 09R - Administrative Assistant
Job Profile:	Admin Asst JD.doc
Job Summary:	
Job Qualifications:	
Comments (Internal use only):	
Job Status:	Posting Closed
Category:	Administrative Services
Post Date:	
Close Date:	

Planned Referral Date:	
Planned Offer Date:	
# of Openings:	-2
Recruitment Team:	Clerical and entry level
Recruiter Assigned:	Alanna Dixon
Job Seeker can view Recruiter info?	No
Bypass Requisition Approval?	
Isolation Allowance:	No
Temporary Market Adjustment (TMA):	No
Security Screening Required?	Yes
Security Requirement Type: Should the security screening information be incomplete or incorrect, please proceed with the requisition submission and inform your recruiter of any discrepancy.	Criminal Record Check

REQ 8845 OFFER LETTER

January 30, 2012

Leigh Anne McDonald

s.22

Dear Leigh Anne:

Re: Requisition # 8845, Position #00033695
CLK ST 09R - Administrative Assistant
Victoria, BC
Jobs, Tourism & Innovation

Further to your interview, I am pleased to inform you that you have been selected for the position noted above.

Your salary upon appointment will be

s.22

Please confirm the salary rate reflected in your first full pay with the rate quoted in this letter. Any discrepancy should immediately be reported to [Payroll Services](#) (1-877-277-0772).

I will be your supervisor upon appointment.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. Please go to [Consent for Disclosure of Criminal Record Information form](#). Complete this form and return it to me as soon as possible, so that I can send it to the Criminal Records Review Program. This offer of employment is subject to a satisfactory outcome of this search. New criminal record checks will be conducted periodically and at least every five years.

Your status is that of an auxiliary employee and the term of your employment is limited to June 15, 2012. However as employment is dependent on work requirements, salary funds being available and the current workforce adjustment policy, this date may change. If the date of your layoff is changed, you will be notified as soon as possible.

During your employment with the BC Public Service, you will be required to notify your manager or supervisor in the event that you are arrested, charged or convicted of any criminal offence.

Consistent with normal practice, you will be subject to a probationary period of 913 hours, which is equivalent to six (6) months of full-time employment, following

which you will be recommended for confirmation provided that your performance is satisfactory.

You are required to join the BC Government and Service Employees' Union (BCGEU). The collective agreement negotiated between the BCGEU and the Province of British Columbia is available on the employee intranet and available to you when you start work, so that you will be familiar with the terms of your employment.

Unsuccessful employee applicants may request a review of the staffing decision. Please ensure you do not make any final commitments in your present circumstances until you have been informed that this offer of employment can be finalized.

As a new employee, there are certain documents necessary to commence payroll and others that are required as a condition of employment. The documents and instructions for completing and submitting them will be available to you following your confirmation offer letter. Once received, please complete and submit these documents as directed as quickly as possible to ensure timely payroll processing. If you would like more information regarding our benefits, please go to the [Benefits Summary page](#).

The Public Service Act requires that you swear or affirm an oath of employment. Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees.

Leigh Anne, I wish you every success in your new position. Please contact me at Steve.Anderson@gov.bc.ca if you have any questions or concerns.

Yours truly,

Steven Anderson

REQ 8845 CONFIRMATION LETTER

February 2, 2012

Leigh Anne McDonald

SS22

Dear Leigh Anne:

Re: Requisition #8845, Position #00033695
CLK ST 09R - Administrative Assistant
Victoria, BC
Jobs, Tourism & Innovation

Once again, I would like to congratulate you on your new appointment in the BC Public Service. My earlier offer can now be confirmed as all required information has been received and the review period has concluded.

Please go to your Career Centre within the BC Public Service recruitment system via <http://employment.gov.bc.ca> and click the 'My On-boarding' link to obtain more information regarding your on-boarding documents, including where to send completed forms. If you are a current BC Public Service employee your on-boarding documents are optional for completion and are provided to you as a courtesy.

Leigh Anne, again I wish you every success in your new position, and I look forward to you starting on January 30, 2012. Please contact me at Steve.Anderson@gov.bc.ca if you have any questions or concerns.

Yours truly,

Steven Anderson

REQ 8845 COPY OF CLERICAL POOL NOTES

REQ: 8845 - Tracy Jo Reid - DONE

Wed, January 18, 2012

2:44 PM

Recruiter assigned	Alanna Dixon	
Date of initial contact w/ HM	Jan. 18, 2012	
Number of positions	1	
GEU / Excluded	GEU	
Type (Aux or TA)	Auxiliary	
End Date	June 15, 2012	
CRC Required?	Yes	
Eligibility List?		
Title	Admin Assistant	
Classification	Clerk Steno 9	
Ministry	JTI	
Location	Victoria	
Hiring Manager	Tracy Jo Reid	
Phone Number	250 356-7547	

Link to Job Profile / Description

<https://search.employment.gov.bc.ca/cgi-bin/u/requisitionpost.cgi?jobid=8845&readonly=1>

HM Consult:

1. *Confirm that they want to use the pool - yes*
2. *Explain process (sourcing, contacting candidates, referrals sent, etc.) - done*
3. *Confirm job title - done*

4. QUALIFICATIONS (what's most important?):

- Grade 12 & 3 years experience
- MS Office
- 50 wpm
- Records management (ARCS/ORCS preferred)

5. Assessments? (testing, interviews, etc.) - they will do interviews

6. *Do they have anyone in mind? (from recall lists, temp agency, resume they've been given, etc.) - yes (see below)*
 - a. *Make sure they know their options (they can include who they want in the referral) - done*

7. TIMELINES:

- Spoke to Tracy-Jo on Jan 18/12
- I will source Jan 19-20
- I will send her referrals on Mon. Jan. 23

8. Any further questions/requests/clarifications?

- a. *Mention they cannot just flip to permanent if they like the person - done*
- b. *Reiterate qualifications and timelines*

NOTES:

- Referrals sent Jan. 23
- Jan. 27: next steps email sent
- Jan. 30: offer sent to Leigh Anne McDonald, regrets to all others
- Feb. 2: confirmation letter sent

Sourcing:

	Search Criteria :				Notes/Contact Info:	Sent Expression of Interest?	Candidate Interested?	Referred to HM?
	Grade 12 & 3 years exp.	MS Office	50 wp m	Records (ARCS/ORC \$ pref.)				
Leigh Anne McDonald	X	X	X	X	requested by hiring	yes	yes	yes
					S22			
S22	X	X	X		requested by hiring	yes	yes	yes
					S22			
S22	X	X	X	X		yes	yes	yes
					S22			
S22	X	X	X	X		yes	no	no
					S22			
S22	X	X	X	X		yes	yes	yes
					S22			
S22	X	X	X	X		yes	yes	yes
					S22			
S22	X	X	X	X		yes	no	no
					S22			



PERSONAL AND CONFIDENTIAL

March 1, 2012

Tim McEwan

s.22

Dear Tim:

This letter will confirm your appointment by the Lieutenant Governor in Council as Associate Deputy Minister, Major Investment Office, Ministry of Jobs, Tourism and Innovation, as specified in your appointing Order in Council.

Your effective start date is February 27, 2012 and your salary will be \$195,000 per annum inclusive of the 10% performance holdback. I will provide you with the criteria for the performance holdback, these criteria forming part of your annual performance plan. The performance holdback is paid at the end of each annual performance review cycle.

The terms and conditions of employment for Associate Deputy Ministers are those established for Category A Order in Council appointments.

As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. You are to familiarize yourself with the attached Standards of Conduct for Public Service Employees.

Your employment will be subject to a three (3) month probationary period. Should your appointment be rescinded, termination would be in accordance with the *Employment Termination Standards*. A copy of the Employment Termination Standards and Post-Employment Restrictions are attached.

... 2

Ministry of Jobs,
Tourism and Innovation

Office of the Deputy Minister

Mailing Address:
PO Box 9846 Stn Prov Govt
Victoria BC V8W 9T2

Location:
8th Floor, 1810 Blandford Street
Victoria BC

Phone: 250 952-0102
Fax: 250 356-1195

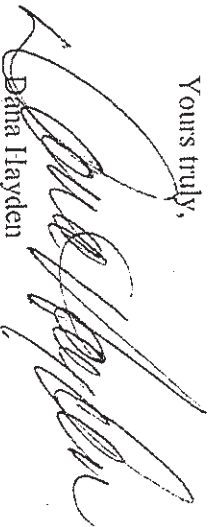
www.gov.bc.ca/jti

Mr. Tim McEwan
Page 2

Please review the attached package. Once you have signed this letter, indicating your acceptance, please return the original letter to Mark McLeod, BC Public Service Agency.

I want to extend my best wishes to you in this role.

Yours truly,



Dana Hayden
Deputy Minister

Attachments (3)

pc: Mark McLeod, BC Public Service Agency

I have read and accept the terms and conditions of this appointment.



Tim McEwan

Date March 29, 2012.

Major Investments Office – Ministry of Jobs, Tourism and Innovation

Run: 18-May-2012				
Department	Title	Classification	Name	ABBR
Major Investment Office	Dir, Economic Initiatives	BUS LEAD	Vacnt	
Major Investment Office	Administrative Assistant	CLK ST 09R	McDonald, Leigh Anne	
Major Investment Office	Administrative Assistant	CLK ST 09R	Pearson, Mlndy Ann	s.22
Major Investment Office	Proj Mgr, Economic Init (TDO)	BUS LEAD	Reid, Tracy J.	82,097.28
Major Investment Office	Project Director - BL	BUS LEAD	Vacant	
Major Investment Office	Mgr, Performance Audit	APPL LEAD	Vacant	
Major Investment Office	Exec Director, Competitiveness	STRAT LEAD	Anderson, Steven	120,821.94
Major Investment Office	ExecutiveProject Director	STRAT LEAD	Darling, Sean D	105,000.00
Major Investment Office	ExecutiveProject Director	STRAT LEAD	Stadel, Darren	113,073.63
Major Investment Office	Dir, Major Investment Delivery	BUS LEAD	Hewitt, Jeremy Alan	89,999.99
Major Investment Office	Project Director	BUS LEAD	Vacant	
Major Investment Office	Project Director	BUS LEAD	Vacant	
Major Investment Office	Project Director	BUS LEAD	Vacant	
Major Investment Office	Associate DM, Major Investment	ASSOC DM	McEwan, Timothy	175,000+10% Holdback
Major Investment Office	Executive Administrative Asst	EXEC ADMIN	Vacant	
Major Investment Office	Program Assistant	CLK ST 09R	Vacant	
Major Investment Office	Sr. Writer/Editor	COMM O 14R	Vacant	
Major Investment Office	Sr. Writer / Editor	COMM O 14R	Vacant	

Positions in red font are bargaining unit, all others are excluded managers.

The Associate Deputy Minister, Tim McEwan receives a vehicle allowance in lieu of a lease vehicle. The vehicle allowance is in the amount of \$580 per month.

Benefit entitlements for excluded management employees, including the Associate Deputy Minister, can be accessed at the following link:

http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=a7b48629-32c3-ce19-479d-e516275f7386

Benefits for bargaining unit employees can be accessed at the following link:

http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=fa337ab6-c1fc-dfc0-ab99-ca29a4936c18

Terms and conditions of employment for excluded employees can be accessed at the following link:

http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=9430c0ca-3f1f-6d6c-82eb-ffffd7a99cb29

Per diems are paid when staff are in travel status as per Treasury Board guidelines. The Associate Deputy Minister is reimbursed under group 1, excluded managers under group 2, and bargaining unit staff under group 3.

Not Responsive

Please note the staff in the Major Investments office are appointed pursuant to the public service act and receive the same entitlements as all public service employees in the respective bargaining unit and excluded groups.

Associate Deputy Minister Major Investment Office

Ministry Overview

The Ministry of Jobs, Tourism and Innovation (JTI) brings together key lines of government services that promote economic development in all regions of British Columbia. The Ministry is mobilizing its expertise, resources and relationships to fully leverage emerging economic opportunities - creating jobs for families, and prosperity and sustainability for our communities. Specifically, the Ministry's work is guided by the vision that: ***British Columbia's globally competitive economy supports jobs and the success of families and communities across the province***, and consistent with *Canada Starts Here, the BC Jobs Plan*.

Major Investment Office Purpose

Within JTI, the Major Investment Office (MIO) will lead and work with other ministries and agencies to attract new investment and expedite significant investment projects planned for BC, consistent with and supporting the government's *Jobs Plan*. The MIO will also work with investors, ministries, government agencies, other levels of government, and stakeholders to identify barriers impeding investment projects in BC and work to overcome them.

The MIO will:

- Advocate on behalf of investors to facilitate necessary approvals of, and support for, major investments consistent with the goals and objectives of the government's Jobs Agenda;
- Work with BC and Canada's international representatives, and domestic economic development representatives to identify potential MIO projects;
- Build positive relations with MIO investors, and provide them with personalized business support;
- Facilitate communication between investors, ministries, government agencies and stakeholders to accelerate approvals and build support for the implementation of major projects;
- Assess, evaluate and report on the benefits, and challenges, of potential and accepted MIO projects;
- Propose, coordinate, facilitate and negotiate solutions to problems impeding potential major investment opportunities;
- Facilitate meetings between investors and representatives of government, stakeholders, First Nations or others;
- Seek out and consider input and recommendations from BC businesses, associations, and other stakeholder groups ways to facilitate successful MIO project implementation;
- Consider recommendations from, and provide appropriate non business proprietary information to, the BC Jobs and Investment Board to align efforts to expedite major investment projects;
- Maintain a project management system for all MIO projects;
- Welcome and host delegations representing significant investment projects;

- Support the environmental and health and safety laws and regulations of British Columbia; and,

Scope

The MIO will be the provincial government lead and serve as the single point of contact for investors and facilitate major foreign and domestic economic development projects and investments in the province.

In support of this, the MIO will:

- Proactively find ways to support MIO investors;
- Establish policies for the activities of the MIO;
- Implement a coordinated cross-government approach to make ministries and agencies aware of MIO projects, and to address barriers impeding the completion of the investment or project;
- Identify to other ministries and agencies regulatory processes or policies that may be impeding the completion of significant projects, and if possible, propose solutions to them;
- Recommend to Treasury Board and Cabinet ways in which government can support major projects that may be outside of current or existing policies or practice; and,
- Work with other ministries to identify existing programs and/or services, or develop new tools, that can help facilitate the implementation and success of the investment or project.

MIO Goals and Deliverables

The goals of the MIO are to proactively advance sustainable new investment to the Province; support job creation while continuing to ensure government policies are respected and public health, safety, and environmental concerns are adequately protected; and facilitate investment opportunities in all regions of the Province that leverage their unique strategic advantages.

Deliverables include:

- Recommendations to Cabinet for the criteria by which projects will qualify for support through the MIO (e.g., economic value of project, feasibility, sector, job creation, increased provincial revenues, etc.);
- Maintaining an inventory of MIO projects, managing projects through to successful completion, and tracking their progress towards implementation;
- Reporting to Cabinet monthly, or as required, on the status of projects and potential projects;
- Identifying, and proposing to government, actions that can be taken to facilitate investments, and seek mandates to negotiate or implement them; and, Negotiating government support and actions with project investors.

Position Overview and Responsibilities

Reporting to the Deputy Minister of Jobs, Tourism and Innovation, the Associate Deputy Minister (“Associate”) ensures the work of the MIO is aligned with the direction of government and responsive to client and stakeholder needs; provides leadership and direction through strategic thinking, planning and results orientation; and ensures achievement of the business plan goals and objectives.

As a member of corporate executive, the Associate supports the Deputy Minister to the Premier, the Deputy Minister of Jobs, Tourism and innovation, and by contributing to policy and program development and planning and implementation of ministry and cross ministry initiatives.

As the head of the MIO, the Associate Deputy leads, mentors, coaches, and develops a management team, managing the issues and challenges related to program and service delivery, often through partnerships with other governments and the private sector and through effective resource management. Relationship building is essential in working with diverse internal and external stakeholder groups, as the Associate Deputy oversees the development of performance standards according to the needs of clients and within the realm of government policy and available resources.

The Associate Deputy Minister:

- Provides strategic advice on policy and program issues and decisions, including complete information and supporting analysis;
- Provides options for action, including potential risks and consequences, to ensure an informed decision by the Minister and government;
- Represents the Ministry in communicating the MIO's business and program agenda;
- Manages significant and complex issues, along with stakeholder expectations, on behalf of the Deputy Minister and the government, through presentation and discussion of factors impacting government decisions and actions;
- Establishes positive and effective relationships and collaborating with public service leaders as part of the corporate leadership group; developing business plans and strategies which support the corporate agenda over the long term and championing and participating in corporate strategic initiatives;
- Establishes effective relationships with other jurisdictions and organizations to define issues and to serve the government's goals and public interest;
- Implements government policies and decisions; leading and directing staff; ensuring the structure, systems and processes enable staff to effectively and efficiently implement programs and services; and ensuring the human, fiscal, information and program resources are optimized;

- Models sound public service values, fostering leadership skills throughout the organization, and ensuring that human resource management plans meet future resource needs.

Qualifications / Competencies

The Associate Deputy Minister is an experienced, senior leader who has developed strong business acumen through a series of progressively more responsible assignments culminating in demonstrated success in an executive role in a large, complex organization. The Associate Deputy Minister has superior communication and negotiation skills, and a record of leading organizations through change and achieving continuous improvement.

University degree and success in a business or economic arena; and experience at a leadership level developing partnerships with stakeholders, clients and customers, leading teams and complex multi-stakeholder projects, and developing and implementing strategic initiatives.

Strong leadership and influence management skills; strategic, analytical and problem solving skills, and project management skills, combined with the ability to think independently and creatively are all essential to success in this role.

Knowledge of the BC economy; economic trends; the corporate investment decision-making process and methods of investment project evaluation; and the legal, regulatory and taxation aspects of business investment in British Columbia. In-depth knowledge of government processes is important.

The Associate is a dynamic leader, value driven, client focused, and can facilitate collaboration and cooperation across an organization.

To achieve government's **Vision**, an Associate must position and structure their organization to maximize its effectiveness. Associate DMs practice **Strategic Thinking** in translating the vision to goals and strategies, and support their accomplishment through facilitation and leading change.

In **Stakeholder Relationships**, Associate DMs ensure that they are enhancing the organization's relationships with external partners and stakeholders. This includes building strategic alliances, managing conflicts, negotiating effectively, and effectively communicating ideas, analyses and proposals to stakeholders.

Associates model **Integrity and Authenticity**, building a culture of trust, integrity, risk taking and creative thinking in the organization through demonstrating personal integrity, using feedback to self improve, following through on commitments and acting consistently with the espoused values and culture of the organization.

In **Leading People**, Associate DMs must motivate, empower and lead employees to accomplish goals and objectives, rewarding high performance, promoting empowerment and developing their employees, providing opportunities for growth, and managing issues with their organization.

Ministry Jobs, Tourism and Innovation

Associate Deputy Minister Major Investment Office

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Reporting to the Deputy Minister, the Associate Deputy Minister ensures the work of the Major Investment Office is aligned with the direction of government and responsive to client and stakeholder needs; provides leadership and direction through strategic thinking, planning and results orientation; and ensures achievement of the business plan goals and objectives.

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For more on the Ministry and the *BC Jobs Plan* visit: <http://www.gov.bc.ca/jti/>

A role description and listing of qualifications is attached.

To express your interest in this opportunity, please submit application materials to Executive.Recruitment@gov.bc.ca by December 21, 2011. The appointee will be required to consent to a criminal record check. Thank you to all who express interest.