

**MINISTRY OF JUSTICE
POSITION DESCRIPTION**

POSITION TITLE:	Executive Director, Civil Forfeiture	POSITION NUMBER(S):	00085413
DIVISION: (e.g., Division, Region, Department)	Community Safety and Crime Prevention Branch		
UNIT: (e.g., Branch, Area, District)	Civil Forfeiture Office	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Assistant Deputy Minister	POSITION NUMBER	102198
SUPERVISOR'S CLASSIFICATION:	Strategic Leadership	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Strategic Leadership	CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PROGRAM (OPTIONAL)

The *Civil Forfeiture Act* is legislation providing the BC Government with the authority to apply to court for the forfeiture of assets acquired with the proceeds of unlawful activity, or used as instruments of unlawful activity, and to compensate victims of this activity, fund crime prevention programs, and pay for the costs of administering the program from the funds recovered under the Act.

PURPOSE OF POSITION

Reporting to the Assistant Deputy Minister, Community Services and Crime Prevention, the Executive Director is accountable for planning, developing implementing and leading the Civil Forfeiture program. The position is granted a number of statutory authorities including the authority to commence, conduct, and manage litigation under the Act. The Executive Director manages a special civil forfeiture account by evaluating and adjudicating the claims of eligible victims and distributing the proceeds resulting from disposition of assets forfeited to the Crown.

NATURE OF WORK AND POSITION LINKS

The Executive Director leads, directs, and oversees the program implemented pursuant to the *Civil Forfeiture Act* and its regulations. The position is accountable for the design, planning, development and implementation of a high profile, sensitive and complex program to enforce the *Civil Forfeiture Act*. The Executive Director determines priorities and develops strategies that result in a successful forfeiture program by consulting with police agencies and other public bodies. The position is responsible for commencing, directing, and managing legal proceedings under the Act. In order to apply to the court for a forfeiture order, the Executive Director must name any party who has an interest in the property and make application to court for various orders in relation to the preservation and safekeeping of the property, such as restraining the disposition or transmission of the property, and liens against the property in the Land Title Office and the Personal Property Registry. The success of legal actions for forfeiture of the proceeds of illegal activity requires that the Executive Director establish appropriate risk management strategies in regard to file selection and litigation as well as maintain collaborative relationships with senior officials across government, policing, and law enforcement agencies provincially, nationally and internationally. The Executive Director is granted authority and discretion to administer and dispose of property or the whole or a portion of an interest in property under the Act in accordance with the orders of the court and the Regulations. The successful enforcement of the Act requires that the Executive Director create opportunities to educate/train policing and other law enforcement agencies regarding the application of the legislation.

The Executive Director may be responsible for other similar programs and/or legislation.

Links:

Assistant Deputy Ministers and other senior officials of government organizations, such as [Police Services](#), Liquor Licensing, Gaming Control and Provincial Revenue: to establish and maintain collaborative relationships for the purposes to successfully identifying unlawful activities resulting in assets which should be forfeited..

Police Chiefs, RCMP and other senior policing and law enforcement representatives: to establish and maintain successful working relationships to support the investigation of illegal activities.

Legal Services Branch: to direct, manage, consult, and provide instructions regarding court proceedings.

Senior Officials in other jurisdictions: to establish and maintain collegial relationships that contribute to the success of investigations into unlawful activities resulting in the acquisition of assets in British Columbia.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Administers the *Civil Forfeiture Act* and its Regulations by leading the design, planning, development and implementation of the Civil Forfeiture Program:

- ensures senior Ministry officials, including the Deputy Minister, and the Assistant Deputy Minister, are kept informed of significant issues and providing briefing materials and oral briefings to the Minister, and Cabinet as required;
- establishes the staffing requirements to support the administration of the program, the management of civil investigative files, the research and co-ordination of legal issues and the administration of the victim compensation process, and directs the efficient utilization of these resources;
- monitors and reports on civil forfeiture developments and practices in other jurisdictions and represents the Ministry on special committees, task forces etc;
- assesses priorities and defines objectives, scope and nature of files to initiate for the purpose of pursuing civil forfeiture proceedings;
- provides direction to staff for the collection, management and disclosure of information related to forfeiture files including establishing cross-project linkages within the justice system and other ministries to ensure integration, convergence and co-ordination of initiatives;
- developing and maintaining close working relationships with police, public bodies and other stakeholders;
- determines whether to commence legal proceedings, directs and manages legal proceedings, seeks and receives legal advice, and instructs solicitors and barristers in the Legal Services Branch regarding the litigation of forfeitures, including Charter and constitutional challenges;
- entering into memorandums of understanding with public bodies relating to the collection of information pursuant to the Act and the Regulations.

2. Establishes and manages a civil forfeiture account for the allocation of proceeds resulting from the disposition of property or the whole or a portion of an interest in property forfeited to the government:

- establishes and leads a program for receiving, evaluating and adjudicating applications for compensation from victims of criminal activity under Section 28 of the Act and makes the final determination regarding the allocation of funds;

- advises the government and makes recommendations regarding the allocation of funds for other purposes including the prevention of unlawful activities, remediation of the effect of unlawful activities and other prescribed purposes;
 - receives budget delegation from the Minister of Finance for the disbursement of funds from the account.
- 3. Establishes and maintains successful, collaborative working relationships with multiple stakeholders within the Province, nationally and internationally including negotiating information-sharing agreements that are required by the Executive Director in order to exercise his or her powers or perform his or her functions and duties under the Act.**
- Builds and fosters an effective team by coaching, mentoring and providing opportunities for professional development, and planning for succession;
 - Works collaboratively within the Ministry of Justice and government to achieve government strategic government priorities;
 - Works effectively with other stakeholders to ensure the success of the program.
- 4. Leads the development of policy and legislative review initiatives and advises the Assistant Deputy Minister in this regard.**
- directs legislative and policy research activities;
 - directs the analysis of policy alternatives, review of legal opinions, the formulation of policy proposals and the conduct of impact and risk analyses;
 - Keep current regarding best practices in the field and develop and present policy and legislative reform proposals to the Assistant Deputy Minister and Ministry Executive.

FINANCIAL RESPONSIBILITY

Budget: \$4.0 M

FTEs 7

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	3	
Supervises staff through subordinate supervisors	3	

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input checked="" type="checkbox"/>	
Lead project teams <input checked="" type="checkbox"/>		Assigns, monitors and examines the work of staff <input checked="" type="checkbox"/>	

WORKING CONDITIONS

Required to travel

PREPARED BY

NAME: Noble Consulting	DATE: January, 2006	
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EXCLUDED MANAGER AUTHORIZATION

I confirm that: <ol style="list-style-type: none">1. the accountabilities / deliverables were assigned to this position effective: January 2010.2. the information in this position description reflects the actual work performed.3. a copy has / will be provided to the incumbent(s).		
NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

102198 Assistant Deputy Minister, Community Safety and Crime Prevention Branch
85413 Executive Director, Civil Forfeiture Office (topic position)
14358 Executive Assistant
87128 Deputy Director
93306 Assistant Deputy Director
97906 Program Manager
99614 Program Manager
102123 Administrative Support

SELECTION CRITERIA

<p>Education and Experience:</p> <ul style="list-style-type: none">• A Law degree, Masters degree or Professional designation in a relevant discipline, combined with a history of progressive experience into senior management positions in strategic, business, and operational planning.• Demonstrated senior level experience leading a high performing team, preferably within the justice, legal or law enforcement environments;• Extensive experience establishing collaborative relationships with senior leaders across government, law enforcement, legal partners, and the stakeholder community, leading organizational change associated with implementation;• Extensive experience in strategic business planning; contract management; financial management, and leading multi-party negotiations;• Experience establishing and reconciling program and project objectives, priorities and budgets;• Experience leading and coaching multi-disciplinary teams in the development and implementation of a diverse range of projects;• Strong client management experience and customer service orientation;• Experience developing and implementing legislative, regulatory, and policy frameworks;• Experience in the delivery of a provincial program.

COMPETENCIES

- Strategic Orientation
- Leadership (teambuilding/coaching/mentoring)
- Change Management
- Service Orientation
- Analytical and conceptual thinking
- Results Orientation

POSITION DESCRIPTION
Public Safety and Solicitor General

POSITION TITLE:	Deputy Director, Civil Forfeiture Office	POSITION NUMBER(S):	00087128
DIVISION: (e.g., Division, Region, Department)	Civil Forfeiture Office		
UNIT: (e.g., Branch, Area, District)	Civil Forfeiture Office	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Executive Director, Civil Forfeiture Office	POSITION NUMBER	00085413
SUPERVISOR'S CLASSIFICATION:	Strategic Leadership Band	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PROGRAM

The Civil Forfeiture Office (CFO) is responsible for implementing the Civil Forfeiture Act (the Act). The Act provides the Director, Civil Forfeiture with the authority to apply to civil court for the forfeiture of assets acquired with the proceeds of unlawful activity, or used as instruments of unlawful activity. The funds recovered under the Act will be used to restore victims of the unlawful activity, fund crime prevention and remediation programs, and pay for the costs of administering the CFO.

The CFO will have information sharing agreements with the police and other law enforcement agencies and will work closely with these and other organizations as the Director assesses information about unlawful activities and prepares for civil court action with the legal team. The information shared will be highly confidential in nature, particularly as persons of interest may not have been charged with or convicted of any crimes in a criminal court. The information may relate to ongoing law enforcement investigations, including investigations of organized crime, as well as the personal and financial circumstances of persons of interest.

PURPOSE OF POSITION

The Deputy Director is responsible for the resolution of strategic issues that are critical to maximizing the effectiveness of CFO operations including identifying improvements to legislation, policy, plans, standards, communication plans and strategies, and conduct of special projects. As one of two executive level decision makers in the CFO, the Deputy Director is delegated the Director's full authority. The position also responds to issues related to the CFO's mandate and operation that are raised by the police, other law enforcement agencies, other ministries, the federal government, or stakeholders. The position develops and implements training for the police, other law enforcement agencies and other stakeholders.

NATURE OF WORK AND POSITION LINKS

Reporting to the Director, the Deputy Director has the critical responsibility to lead development of legislation, regulations, policies, communications and law enforcement awareness initiatives, as well as consultations with police and law enforcement groups in other ministries and other provinces/jurisdictions, the federal government, civil forfeiture programs in other jurisdictions, and special interest groups. The Deputy Director must always be proactive and vigilant to ensure provincial legislation, policy, and programs will meet the objectives of the CFO. This requires exceptional program and policy development skills and the ability to track, understand, and respond to trends and innovations in money laundering and other activities associated with illicit activity in order to develop and recommend appropriate responses to continually evolving practices.

To accomplish this position works with:

- The Director and Deputy Solicitor General concerning broad policy direction and standards;
- Police and representatives of other ministries and organizations with law enforcement roles such as the Ministries of Environment, Provincial Revenue and the Business Practices and Consumer Protection Authority, as well as law enforcement bodies from the United States and the federal government;
- Civil forfeiture program administrators in other jurisdictions to identify best practices and issues;
- Stakeholders, such as victim service providers, and crime prevention and remediation program administrators;
- Elected officials;
- Legislative counsel to ensure necessary legislative amendments proceed; and,
- Legal professionals.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. To manage and direct the development of legislation to enable the CFO to carry out its mandate; lead and manage the development of requests for legislation, work closely with legislative counsel to prepare amendments to existing legislation and regulations, and coordinate the process for comprehensive review before submission to the legislature;
2. To establish, foster and manage strategic collaborate arrangements between the CFO and senior police executives;
3. To establish, manage and direct the research agenda for the CFO, working with other jurisdictions and stakeholders to identify emerging issues related to unlawful activity and money laundering for example, and to lead the development of options for addressing these issues through policy, legislation, and strategic program responses;
4. To direct the development of operational policies and training, and to manage the production of supporting documentation, including issue papers, presentations, briefing notes, cabinet submissions, treasury board submissions, manuals, and briefing packages for the Director, Deputy Solicitor General and Minister;
5. To maintain the utmost security of confidential law enforcement activities, and intelligence concerning the extent, nature and specifics of illegal activity connected to the proceeds of crime;
6. To assist the Executive Director in the management of the analysis of referred information about unlawful activity, and to assist in managing and directing the legal team in preparing cases for civil action;
7. To manage and facilitate the development, maintenance, and implementation of strategic plans, and performance measures for the CFO;
8. To develop, manage and implement training and communications plans and strategies to develop/facilitate excellent working relationships with police and other law enforcement agencies;
9. To assist with the management of the issues management process for the CFO, and direct the response to special requests and communications from elected officials, the general public and the media;
10. To manage communication on CFO initiatives and issues while maintaining the integrity of confidential and sensitive information;

- 11. To manage the allocation of resources to meet operational requirements, and manage, monitor and control programs and budget;
- 12. To develop and manage evaluation and performance measurement standards, and conduct ongoing monitoring and analysis of program outcomes; and,
- 13. To act for the Director and exercise the Director's full authority under the CFO mandate.

FINANCIAL RESPONSIBILITY

- Manage victim restoration claims processes.
- Account for monies associated with cases with victims.
- Prepare Treasury Board Submissions, develop Expenditure Protocol with the Minister of Finance.
- Develop and implement a grant funding program for crime prevention and remediation activities.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	1	0
Supervises staff through subordinate supervisors	0	0

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>	0	Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input checked="" type="checkbox"/>		Assigns, monitors and examines the work of staff <input checked="" type="checkbox"/>	1

SPECIAL REQUIREMENTS

Prior to hiring, must sign an Employee Code of Conduct, Employee Declaration and agree to a credit check and a police and provincial database check.

The incumbent must have the strategic orientation to manage high profile and complex issues and possess influence skills necessary to facilitate cooperation among diverse stakeholders.

TOOLS / EQUIPMENT

Proficient in the use of contemporary electronic communication such as email and personal communication devices. Use of computer database and programs, including word processing, PowerPoint, Excel.


WORKING CONDITIONS

The position works in an extremely demanding, fast-paced environment, often under the pressure of intense media and political scrutiny.

Required to travel, work irregular hours.

May be exposed to risk from organized crime groups.

PREPARED BY

NAME: 	DATE: <i>February 28, 2011</i>	
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EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective:.
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME: <i>R.G. KROEKER</i>	SIGNATURE: 	DATE: <i>February 28, 2011</i>
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SELECTION CRITERIA

Education/Experience –

- Professional legal, CA, CGA, or CMA credentials required, or equivalent combination of postsecondary education and related work experience and training required.
- Related experience must include all of the following: researching, analyzing, developing and delivering complex policy and legislation initiatives or program reforms; project management; working with teams and committees of senior managers; and developing and providing options and policy recommendations to enable decisions.
- Experience conducting research and policy analysis; demonstrated ability to analyze, research, plan and deliver new programs.
- Experience working with senior government officials and senior level professionals.

Knowledge:

- Knowledge of policy analysis techniques and methods.
- Knowledge of the process of policy and legislation development within the provincial government.
- Knowledge of government decision-making processes.
- Knowledge of government and ministry programs and statutory responsibilities.
- Knowledge of program management.

Skills/Abilities:

- Ability to lead projects from conception to completion.
- Ability to manage, and lead as necessary, program operations.
- Excellent policy research and inquiry skills, including the ability to develop expertise rapidly to fully understand and analyze complex issues.
- Ability to identify and analyze implications and consequences of proposed options and responses.
- Demonstrated ability to exercise sound judgment, and use tact, diplomacy, and discretion in carrying out responsibilities.
- Excellent communication skills, including the ability to restate complex ideas into plain language and the ability to facilitate constructive discussion.
- Must be flexible, adaptable and demonstrate the ability to work independently to manage a diverse and rapidly evolving workload.
- Strong analytical, problem solving, and organizational skills.

COMPETENCIES

Strategic Orientation is the ability to link long-range visions and concepts to daily work and thinking and acting upon the big picture. It is taking the broad-scale and long-term view and developing appropriate strategies or plans to meet goals.

Innovation and Change is supporting and encouraging new ideas and approaches to enhance performance and results. It is embracing change, taking intelligent risks, and helping others to engage in the change process.

Results Focus is taking action to achieve challenging goals or high standards. It is focusing on the desired outcomes, setting challenging goals, and taking action to meet or exceed them.

Partners with Stakeholders is the desire to work co-operatively with all stakeholders to meet mutual goals. It involves awareness that a relationship based on trust is the foundation for success in delivering results.

Analytical Thinking is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and to determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner.

Ministry Specific Competencies

The knowledge, skills and abilities required are typically obtained through a combination of relevant post-secondary education and current extensive experience in planning, developing, implementing and evaluating policy; strategic and operational planning; conducting program evaluation; developing legislation or regulations; developing effective working relationships with key internal and external contacts.

POSITION DESCRIPTION

Public Safety and Solicitor General

POSITION TITLE:	Assistant Deputy Director, Civil Forfeiture Office	POSITION NUMBER(S):	00093306
DIVISION: (e.g., Division, Region, Department)	Deputy Solicitor General's Office		
UNIT: (e.g., Branch, Area, District)	Civil Forfeiture Office	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Executive Director, Civil Forfeiture Office	POSITION NUMBER	
SUPERVISOR'S CLASSIFICATION:	Strategic Leadership	PHONE NUMBER:	s.15, s.19
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PROGRAM

The Civil Forfeiture Office (CFO) is responsible for implementing the Civil Forfeiture Act (the Act). The Act provides the Director, Civil Forfeiture with the authority to apply to civil court for the forfeiture of assets acquired with the proceeds of unlawful activity, or used as instruments of unlawful activity. The funds recovered under the Act will be used to restore victims of the unlawful activity, fund crime prevention and remediation programs, and pay for the costs of administering the CFO.

The CFO will have information sharing agreements with the police and other law enforcement agencies and will work closely with these and other organizations as the Director assesses information about unlawful activities and prepares for civil court action with the legal team. The information shared will be highly confidential in nature, particularly as persons of interest may not have been charged with or convicted of any crimes in a criminal court. The information may relate to ongoing law enforcement investigations, including investigations of organized crime, as well as the personal and financial circumstances of persons of interest.

PURPOSE OF POSITION

The Assistant Deputy Director is responsible for developing, maintaining and managing the payment of funds out of the Civil Forfeiture Special Account to eligible victims and for crime prevention and crime remediation purposes. Crime prevention and crime remediation payments are made in the form of grants. The position also responds to issues related to the CFO's mandate and operation that are raised by the police, other law enforcement agencies, other ministries, the federal government, or stakeholders. The position develops implements and manages policies and practices for governing the preservation and disposal of all assets forfeited under the Act and is responsible for managing operations between the CFO and Asset and Investment Recovery BC. The position assists the Director and Deputy Director with responses to issues related to the CFO's mandate and operation that are raised by the police, other law enforcement agencies, other ministries, the federal government, or stakeholders. Participates in training for the police, other law enforcement agencies and other stakeholders. The position will independently exercise delegated authorities of the Director in day-to-day operations.

NATURE OF WORK AND POSITION LINKS

Reporting to the Executive Director, the Assistant Deputy Director has the critical responsibility to lead development of policies and guidelines governing the management and disposal of all assets forfeited under the legislation. The position is also responsible for the development and management of payments out of the Civil Forfeiture Special Account in the form of grants and payments to eligible victims. In addition, the Assistant Deputy Director will assist the Deputy Director with the development of legislation, regulations, policies, communications and law enforcement awareness initiatives, as well as consultations with police and law enforcement groups in other ministries and other provinces/jurisdictions, the federal government, civil forfeiture programs in other jurisdictions, and special interest groups. The Assistant Deputy Director must always be proactive, vigilant and exercise prudent fiscal and management control to ensure the preservation of the value of assets restrained and forfeited under the Act. This requires exceptional program and policy development skills and the ability to respond quickly and effectively to any legal or other issue that arises in relation to restrained assets and funds held in the Special Account.

To accomplish this position works with:

- The Executive Director and Deputy Director concerning broad policy direction and standards;
- Police agency senior managers;
- Police and representatives of other ministries and organizations with law enforcement roles such as the Ministries of Environment, Provincial Revenue and the Business Practices and Consumer Protection Authority, as well as law enforcement bodies from the United States and the federal government;
- Civil forfeiture program managers in other jurisdictions to identify best practices and issues;
- Stakeholders, such as victim service providers, and crime prevention and remediation program administrators;
- Elected officials;
- Legislative counsel to ensure necessary legislative amendments proceed; and,
- Legal professionals.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. To advise the Executive Director on the need for specific policies, practices and guidelines to enable the CFO to carry out its mandate; lead the development of and manage asset management and disposal practices;
2. To establish and direct a grant program for the CFO, working with ministry and other government partners, non-profit organizations, other jurisdictions and stakeholders to ensure an ethical and accountable grant process that is fully aligned with the public interest and government objectives.;
3. To direct the development of operational policies, procedures and training, and to manage the asset management and grant responsibilities production of supporting documentation, including issue papers, presentations, briefing notes, cabinet submissions, treasury board submissions, manuals, and briefing packages for the Civil Forfeiture Office on behalf the Executive Director and professionally and appropriately utilizing the delegated authority of the Executive Director ;
4. To maintain the utmost security of confidential law enforcement activities, and intelligence concerning the extent, nature and specifics of illegal activity connected to the proceeds of crime;
5. To assist the Executive Director in the management of the analysis of referred information about unlawful activity, and to assist in managing and directing the legal team in preparing cases for civil action;
6. To assist with the development, maintenance, and implementation of strategic plans, and performance measures for the CFO;
7. To develop, manage and implement fiscal controls and assets tracking systems;

8. To assist with issues management for the CFO, and, where required, respond to special requests and communications from elected officials, the general public and the media;
9. To assist with the management of CFO initiatives and issues while maintaining the integrity of confidential and sensitive information;
10. To manage the allocation of resources to meet operational requirements, and manage, monitor and control programs and budget;
11. To develop and manage evaluation and performance measurement standards, and conduct ongoing monitoring and analysis of program outcomes; and,
12. To act for the Executive Director and exercise the Executive Director's full authority under the CFO mandate.

FINANCIAL RESPONSIBILITY

- Manage victim restoration claims and provide advice to Executive Director, Civil Forfeiture.
- Manage assets and funds acquired by government under the legislation.
- Account for monies associated with cases with victims.
- Prepare Treasury Board Submissions, develop Expenditure Protocol with the Minister of Finance.
- Develop, implement and manage a grant funding program for crime prevention and remediation activities.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors	0	0

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>	0	Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input checked="" type="checkbox"/>	9	Assigns, monitors and examines the work of staff <input checked="" type="checkbox"/>	9

SPECIAL REQUIREMENTS

Prior to hiring, must sign an Employee Code of Conduct, Employee Declaration and agree to a credit check and a police and provincial database check.

The incumbent must have the strategic orientation to manage high profile and complex issues and possess influence skills necessary to facilitate cooperation among diverse stakeholders.

TOOLS / EQUIPMENT

Proficient in the use of contemporary electronic communication such as email and personal communication devices. Use of computer database and programs, including word processing, PowerPoint, Excel.

WORKING CONDITIONS

The position works in an extremely demanding, fast-paced environment, often under the pressure of intense media and political scrutiny.

Required to travel, work irregular hours.

COMMENTS

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PREPARED BY

NAME:	DATE:	
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EXCLUDED MANAGER AUTHORIZATION

I confirm that: <ul style="list-style-type: none">1. the accountabilities / deliverables were assigned to this position effective:.2. the information in this position description reflects the actual work performed.3. a copy has / will be provided to the incumbent(s).		
NAME:	SIGNATURE:	DATE:

Organization Chart

Deputy Solicitor General

Executive Director, Civil Forfeiture

Assistant Deputy Director, Civil Forfeiture

SELECTION CRITERIA

Education/Experience –

- University degree in public policy, law, public administration, or political science plus considerable progressively responsible related experience or an equivalent combination of education, training and experience.
- Related experience must include all of the following: managing, researching, analyzing, developing and delivering complex policy and program initiatives or program reforms; project management; working with teams and committees of senior managers; and developing and providing options and policy recommendations to enable decisions.
- Experience managing research and policy analysis; demonstrated ability to lead, plan, manage and deliver new programs.
- Experience working with senior government officials and senior level professionals.

Knowledge:

- Knowledge of senior management roles and responsibilities.
- Knowledge of policy analysis techniques and methods.
- Knowledge of the process of policy and legislation development within the provincial government.
- Knowledge of government decision-making processes.
- Knowledge of government and ministry programs and statutory responsibilities.
- Knowledge of program management.

Skills/Abilities:

- Ability to manage and lead projects from conception to completion.
- Ability to create, manage and sustain collaborative work teams.
- Ability to manage, and lead as necessary, program operations.
- Excellent policy management, research and inquiry skills, including the ability to develop expertise rapidly to fully understand and analyze complex issues.
- Ability to identify and analyze implications and consequences of proposed options and responses.
- Demonstrated ability to exercise sound judgment, and use tact, diplomacy, and discretion in carrying out responsibilities.
- Excellent communication skills, including the ability to restate complex ideas into plain language and the ability to facilitate constructive discussion.
- Must be flexible, adaptable and demonstrate the ability to work independently to manage a diverse and rapidly evolving workload.
- Strong analytical, problem solving, and organizational skills.

COMPETENCIES

Innovation and Change is supporting and encouraging new ideas and approaches to enhance performance and results. It is embracing change, taking intelligent risks, and helping others to engage in the change process.

Results Focus is taking action to achieve challenging goals or high standards. It is focusing on the desired outcomes, setting challenging goals, and taking action to meet or exceed them.

Partners with Stakeholders is the desire to work co-operatively with all stakeholders to meet mutual goals. It involves awareness that a relationship based on trust is the foundation for success in delivering results.

Analytical Thinking is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and to determine cause-and-effect relationships (“if...then...”) to resolve problems in a sound, decisive manner.

Ministry Specific Competencies

The knowledge, skills and abilities required are typically obtained through a combination of relevant post-secondary education and current extensive experience in planning, developing, implementing and evaluating policy; strategic and operational planning; conducting program evaluation; developing legislation or regulations; developing effective working relationships with key internal and external contacts.

POSITION TITLE:	Program Manager, Civil Forfeiture Office	POSITION NUMBER(S):	00097906 00099614
DIVISION: (e.g., Division, Region, Department)	Deputy Solicitor General's Office		
UNIT: (e.g., Branch, Area, District)	Civil Forfeiture Office	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Deputy Director, Civil Forfeiture Office	POSITION NUMBER	00087128
SUPERVISOR'S CLASSIFICATION:	Business Leadership	PHONE NUMBER:	s.15, s.19
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Applied Leadership (Under Review)	CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PROGRAM

The Civil Forfeiture Office (CFO) is responsible for implementing the Civil Forfeiture Act (the Act). The Act provides the Director, Civil Forfeiture with the authority to use the civil law process to pursue forfeiture via the BC Supreme Court for property and assets acquired with the proceeds of unlawful activity, or used as instruments of unlawful activity. The funds recovered under the Act will be used to compensate victims of the unlawful activity, fund crime prevention and remediation programs, and pay for the costs of administering the CFO. The CFO maintains a very strong focus on service orientation in particular to those agencies that refer cases to the CFO.

The public policy objectives of the CFO are to remove the economic incentives of engaging in unlawful activities in general, and specifically with regard to gangs and organized crime.

The CFO has information sharing agreements with the police, other law enforcement agencies, and provincial and federal government bodies. The CFO works closely with foreign governments and other organizations as the Director assesses information about unlawful activities and prepares civil court actions with the legal team. The information shared may be highly confidential in nature, particularly as persons of interest may not have been charged with or convicted of any crimes in a criminal court. The information may relate to ongoing law enforcement investigations, including investigations of organized crime, as well as the personal and financial circumstances of persons of interest.

PURPOSE OF POSITION

Under the direction of the program executive, the Program Manager has the responsibility to manage program aspects of the Civil Forfeiture Office as directed. The CFO is the operational and administrative arm of the Civil Forfeiture Act and functions as such by being completely self funding from forfeiture recoveries. The program aspects of the CFO are comprised of Operational Case Management Support, Special Projects Management, Communications and Issues Management, Stakeholder Liaison, Grants Management, Policy and Legislation Initiatives, Finance and Efficiency Performance Evaluation, and Contract Management.

NATURE OF WORK AND POSITION LINKS

Within a sometimes fast paced environment the Program Manager must manage a range of issues and initiatives that support the ongoing operations of the CFO. Further, the position will focus on financial, administrative, policy, risk management, and legislative initiatives that will enhance the program in meeting its public policy objectives.

The position will manage policy development projects which are focused on review, best practises, revision and implementation of initiatives that focus on administrative and operational efficiencies and effectiveness outcomes.

The position will play a lead role in the office's ability to develop and enhance collaboration between ministries and external stakeholders represented by provincial, national and international interests. The work product of the position is a comprehensive mix of financial planning and analysis, research on civil forfeiture trends, proceeds of crime legislation, civil law processes, case management practices and trends, and information sharing. The position is also responsible for production of annual program evaluation, status reports, and briefing and decision notes to the program executive. Managing the development of legislative initiatives, FOI issues, and coordinating professional development conferences or congresses that would include the national civil forfeiture community.

To accomplish this the position works with:

- The Deputy Solicitor General and his staff;
- The Executive Director , Deputy Director and Assistant Deputy Director;
- Management Services Branch and Treasury Board Staff;
- Public Affairs Bureau;
- Corporate Policy and Planning Branch;
- Civil Litigation Lawyers;
- Executive level police officers and law enforcement investigators;
- Management representatives of other ministries and organizations with law enforcement roles such as the Ministries of Environment, Provincial Revenue, BC Securities Commission, and the Business Practices and Consumer Protection Authority, as well as law enforcement bodies from the United States and the federal government;
- Civil forfeiture program managers in other jurisdictions;
- Stakeholders, such as victim service providers, and crime prevention and remediation program administrators;
- Elected officials;
- Legislative counsel to ensure necessary legislative amendments proceed; and,
- Legal professionals.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Leads and identifies the need for research, analysis, and consultation required to develop and rationalize recommendations respecting the programs growth and direction and presents these findings to the executive level. To manage those aspects of the CFO that requires policy development, procedures and professional development opportunities. To maintain the utmost security of confidential law enforcement

activities and intelligence concerning the extent, nature and specifics of unlawful activity connected to the proceeds of unlawful activity and instruments of unlawful activity.

2. To assist in the analysis of referred investigative information from law enforcement agencies provincially, federally and internationally about unlawful activity, and to assist in maintaining good and timely file management and provides monitoring of deliverables by external stakeholders.
3. To lead in the development, maintenance, and implementation of strategic plans, and performance measures for the CFO.
4. Prepares and presents Briefing Notes, Decision Notes and recommendations to the ministry executive and Treasury Board.
5. Manages issues and communications. The manager will use self initiative, experience and their skills to expertly deal with these matters.
6. Develops program evaluation frameworks and measurement criteria for evaluating existing programs to measure effectiveness, successful delivery of corporate goals, and compliance with the ministry's and governments overall goals and principles.
7. Measures the impact on or potential influence of programs on short and long term corporate strategies and on emerging federal, provincial, and local issues.
8. Assists with file referral issues resolution and information sharing requirements.
9. Contracts with consultants to provide the additional resources required on a project basis.
10. Monitors fiscal controls and assets tracking systems.
11. To report out to executive and external stakeholders on ongoing monitoring and analysis of program outcomes.
12. To plan, organize and coordinate any seminars, professional development events that may be sponsored by the CFO.
13. To write annual CFO referral status report to each of the referring agencies regarding open and concluded cases within the period.
14. To respond to requests for statistical information from the referring agencies.
15. To identify and coordinate collaboration opportunities that enhances CFO program awareness.
16. To extract relevant information from file referrals and develop draft affidavits suitable for filing in civil court proceedings.
17. To utilize BC On-Line applications (e.g. Land Titles, Personal Property Registry, BC Assessment) and other on-line "open source" data bases of information to aid in the management of files.
18. Coordinate victim restoration claims.
19. Project management including providing supervision and oversight of staff from other branches of government.
20. To lead in the development of legislation and regulatory amendments pertaining to the Civil Forfeiture Act
21. Represents CFO on management level committees including chairing committees that may deal with intra ministry human resource matters to committees comprised of external stakeholders addressing issues such a gang prevention strategies.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors	0	0

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>	0	Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input checked="" type="checkbox"/>	1-5	Assigns, monitors and examines the work of staff <input checked="" type="checkbox"/>	1

SPECIAL REQUIREMENTS

Prior to hiring, must sign an Employee Code of Conduct, Employee Declaration and agree to a credit check and a police and provincial database check.

The incumbent must have a demonstrated record of client centred the strategic orientation to manage high profile and complex issues and possess influence skills necessary to facilitate cooperation among diverse stakeholders.

TOOLS / EQUIPMENT

Proficient in the use of contemporary electronic communication such as email and personal communication devices. Use of computer database and programs, including word processing, PowerPoint, Excel, and project management software.

WORKING CONDITIONS

The position works in a demanding, and detail oriented environment, often under the pressure of intense media and political scrutiny.

Due to the nature of who the CFO file legal proceedings against there may be a degree of personal risk. These risks are managed through the ministry's Corporate Security Program.

Required to travel, work irregular hours.

COMMENTS

Experience working with law enforcement agencies as a part of a government program is an asset.
Knowledge of the civil justice system is an asset.

PREPARED BY

NAME:	DATE:	
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EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective;
2. the information in this position description reflects the actual work performed; and,
3. a copy has / will be provided to the incumbent(s).

NAME:	SIGNATURE:	DATE:
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Organization Chart

Deputy Solicitor General, Ministry of Justice

Assistant Deputy Minister, Community Safety and Crime Prevention Branch

Executive Director, Civil Forfeiture, SL, #85413

Deputy Director, BL, #87128

Program Manager, AL, #97906

Program Manager, AL #99614 (Under Review)

SELECTION CRITERIA

Education/Experience –

- Post secondary accreditation consisting of one or more subject matter areas of study in administration, public policy, or law, and;
- Progressively responsible related experience, or;
- An equivalent combination of education, training and experience. Related experience must include all of the following: policy analysis, researching, analyzing, developing and writing briefing notes, program analysis, project management experience, leading teams and committees involving external stakeholders including senior executive and managers; and developing and providing options and policy recommendations to enable decisions.
- Experience managing research and policy analysis; demonstrated ability to plan, manage and deliver new programs.
- Experience working with senior level government officials and senior level professionals at the Director and Executive Director, ADM and DM levels.
- Experience working in close cooperation with law enforcement agencies and other civil or criminal justice organizations.
- Experience working within the provincial government will be considered an asset.

Knowledge:

- Knowledge of management roles and responsibilities;
- Knowledge of policy analysis techniques and methods;
- Knowledge of the process of legislation development within the provincial government;
- Knowledge of government decision-making processes;
- Knowledge of principles and guidelines related to financial and budget management, contract management, information systems management, information and privacy issues and management of facilities and assets.
- Knowledge of government and ministry programs and statutory responsibilities;
- Knowledge of program management.

Skills/Abilities:

- Excellent oral and written communications skills, including the ability to express ideas and recommendations clearly and concisely, in a manner appropriate to the audience (i.e. briefing notes, presentation materials); the ability to restate complex ideas into plain language and the ability to facilitate constructive discussion;
- Ability to establish an accountability framework, risk assess, mitigate and monitor performance measures to ensure targets are met;
- Ability to manage and lead projects from conception to completion;
- Ability to create, manage and sustain collaborative work teams;
- Ability to manage, and lead as necessary, program operations;
- Excellent policy management, research and inquiry skills, including the ability to develop expertise rapidly to fully understand and analyze complex issues;
- Ability to identify and analyze implications and consequences of proposed options and responses;
- Demonstrated ability to exercise sound judgment, and use tact, diplomacy, and discretion in carrying out responsibilities;
- Must be flexible, adaptable and demonstrate the ability to work independently to manage a diverse and rapidly evolving workload;
- Strong analytical, problem solving, and organizational skills;
- Highly organized with demonstrated superior skills with standard computer software programs.

COMPETENCIES

Ministry Specific Competencies

The knowledge, skills and abilities required are typically obtained through a combination of relevant post-secondary education and current extensive experience in planning, developing, implementing and evaluating policy; strategic and operational planning; conducting program evaluation; developing legislation or regulations; developing effective working relationships with key internal and external contacts.

Innovation and Change is supporting and encouraging new ideas and approaches to enhance performance and results. It is embracing change, taking intelligent risks, and helping others to engage in the change process.

Partners with Stakeholders is the desire to work co-operatively with all stakeholders to meet mutual goals. It involves awareness that a relationship based on trust is the foundation for success in delivering results.

Analytical Thinking is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and to determine cause-and-effect relationships (“if...then...”) to resolve problems in a sound, decisive manner.

Professional Values in the BC Public Service

These professional values are the shared traits that we value in ourselves, in our colleagues and in our organization and are those expected of all BC Public Service employees.

Integrity – to uphold the Standards of Conduct for the BC Public Service and to do what is right as a professional public servant. This is the single overarching characteristic of the public service.

Courage – Takes thoughtful risks in generating and implementing ideas; be biased toward action; apply imagination; empower others to take initiative even in uncertain times; look beyond the process to see the possible; and pursue a vision for the future.

Teamwork – Builds trust by respecting the contributions of others; encourages new ideas; contributes to larger goals and positive engagement; and depends on supporting others and sharing information.

Passion – Taking pride in their work in service to the public; seeing ideas and people succeed; being a model of motivation and a positive influence for others.

Accountability – Setting clear goals and measuring success; staying focused on the outcomes government is trying to achieve; taking responsibility for decisions and completing tasks; being consistently proactive in decisions; and showing the persistence and tenacity to overcome obstacles.

Service – Maintaining a clear focus on creating positive outcomes for citizens; working collaboratively across government to enable success; valuing different viewpoints; and placing organizational objectives ahead of personal goals.

Curiosity – Seek better ways to achieve goals; pursue opportunities to learn and develop; welcome ideas from others; and be willing to learn from failure as well as success.

TITLE: PROGRAM ADMINISTRATOR

CLASSIFICATION: ADMINISTRATIVE OFFICER 14

JOB OVERVIEW

To review the facts of unclear cases or special circumstances referred by police agencies, gather and confirm missing or contradictory information from a variety of established sources and make recommendations for acceptance or refusal within the parameters of legislation, regulations and/or policies governing the program.

ACCOUNTABILITIES

Required:

- Receives/requests information, some of which may be confidential or subject to litigation privilege, from interested parties.
- Conducts preliminary assessments of file referrals and disputes, ensuring all relevant documentation is present, and follows up with requests to interested parties if any documentation is missing.
- Performs searches of various databases to collect additional information.
- Prepares detailed written summary decisions and communicates decisions to interested parties and the Program Manager.
- Conducts supplementary reviews to re assess decisions in the event that new or additional information is presented.
- Responds to interested party inquiries, including lay litigants and lawyers, regarding the progress of administrative proceedings/disputes.
- Confirms that decisions are compliant with legislation, regulations and/or policies and are accurately processed, catalogued and recorded in program databases and records systems.
- Maintains current knowledge of legislation, regulations and/or policies.
- Provides financial support such as monitoring expenditures, coding and processing business expense forms and invoices, reconciling purchase card expenditures, and administering the petty cash account; checks accuracy and completeness of financial documentation.
- Acts as branch contact for facilities and equipment issues and ensures problems are resolved.
- Arranges conferences/stakeholder meetings, including booking meeting locations and arranging logistics.
- Provides additional administrative support, as required.
- Participates in the training and mentoring of new adjudication staff, and collaborates with colleagues to share information and processes.

Career Group:

Administrative Services

Job Family:

Program Administration

Job Stream:

Role:

Technical

Revised Date:

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JOB REQUIREMENTS

- Grade 12 graduation or equivalent.
- Experience interpreting and applying legislation, regulations and/or policies.
- Experience within a legal environment is preferred.
- Experience working with police agencies is preferred.
- Knowledge of legislation, regulations and/or policies governing the CFO.
- Demonstrated writing and analytical skills.
- Successful completion of security screening requirements, i.e. criminal records check and/or credit check.

BEHAVIOURAL COMPETENCIES

- **Core Public Service Competencies** – Teamwork and Cooperation, Service Orientation, and Results Orientation.
PLUS the following:
- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Decisive Insight** combines the ability to draw on one's own experience, knowledge and training and effectively problem solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into identifying underlying issues and making the best decisions at the most appropriate time. At higher levels, the parameters upon which to base the decision become increasingly complex and ambiguous and call upon novel ways to think through issues.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.