

Deputy Chief of Staff, Operations

Kim Haakstad

REPORTING RELATIONSHIP:

The Deputy Chief of Staff, Operations reports to the Chief of Staff.

ROLE:

Reports to the Chief of Staff. Responsible for the operational management of the Premier's Office, Premier's scheduling, and human resources for the Premier's Office and Ministerial Offices.

KEY RESPONSIBILITIES:

- Responsible for the operations of the Premier's Vancouver and Victoria offices including the recruitment, hiring and ongoing review of staff.
- Responsible for hiring, HR management, training and professional development of all Administrative Coordinators and support staff in the Victoria Ministers' offices.
- In consultation with the Chief of Staff, responsible for hiring of all Ministerial Assistants and Executive Assistants in Victoria Ministers' offices.
- Responsible for HR management, training and professional development of all Ministerial Assistants and Executive Assistants in Victoria Ministers' offices.
- Responsible for the Premier's Correspondence Branch.
- Responsible for the Premier's Schedule and management of the Premier's Scheduling Branch.
- Responsible for the Premier's touring and special events.
- Lead liaison for Premier's Protection Detail.
- Ensures follow-up is completed on the Premier's meetings.

REPORTING RELATIONSHIP:

The Deputy Chief of Staff reports to the Chief of Staff.

ROLE:

The Deputy Chief of Staff is a senior political advisor to government responsible for providing strategic advice to the Chief of Staff, Premier and Executive Council to advance government's policy and legislative objectives.

Responsible for coordinating key policy initiatives for the Premier and Chief of Staff across government; provides strategic advice for government's policy and legislative objectives. As well, the Deputy Chief of Staff is responsible for the operational management of the Premier's Office, Premier's scheduling, and human resources for the Premier's Office and Chiefs of Staff in Ministerial Offices.

KEY RESPONSIBILITIES:

- Availability to the Premier, Executive Council, Ministerial staff, and MLAs to provide advice and manage policy issues across government.
- Coordinates policy development process vis a vis Cabinet operations and Ministers' offices. Liaison with the Deputy Minister to the Premier and Deputy Minister Corporate Priorities on policy issues.
- Monitor and provide advice on Cabinet committees as necessary. Under the direction of the Chief of Staff, attend Cabinet as required.
- Work in collaboration with the Director of Communications and Director of Issues Management on announcements and corporate communications of overall government policy.
- Coordinate research and information in support of issues management, policy and communications priorities.
- Consult and engage with external stakeholders on policy initiatives as necessary.
- Responsible for the operations of the Premier's Vancouver and Victoria offices including the recruitment, hiring and ongoing review of staff.
- In consultation with the Chief of Staff, responsible for hiring of all Chiefs of Staff to Ministers, Ministerial Assistants and Executive Assistants in Ministers' offices.
- Responsible for HR management, training and professional development of all Chiefs of Staff to Ministers.
- Responsible for the Premier's Correspondence Branch.
- Responsible for the Premier's Schedule and management of the Premier's Scheduling Branch.
- Responsible for the Premier's touring and special events.
- Lead liaison for Premier's Protection Detail.