

Borg, Neva CITZ:EX

From: Somner, Kurstie HLTH:EX
Sent: Tuesday, May 8, 2012 3:13 PM
To: Amott, Rani J PSA:EX
Subject: RE: Fwd: Executive Director - Req#10859

Perfect, thanks Rani!

Kurstie Somner | Manager, Divisional Operations | Health Sector IM/IT | Ministry of Health | P: 250.952.2162 | S.17
Kurstie.Somner@gov.bc.ca

From: Amott, Rani J PSA:EX
Sent: Tuesday, May 8, 2012 2:35 PM
To: Somner, Kurstie HLTH:EX
Subject: RE: Fwd: Executive Director - Req#10859

Great. Thanks Kurstie. So based on our conversation and Lindsay's email below, I have narrowed down the initial screening requirements to the following (please confirm if my understanding is incorrect):

- Master's degree in Health Information, Business, Public Administration or Social Sciences or equivalent
- A minimum of 10 years of progressive experience with government in a leadership role in strategic program development and implementation, legislation, policy, research and program evaluation.
- Experience working in privacy, information security and IM/IT policy.
- Demonstrated experience dealing with senior officials and elected officials and in issues management
- Demonstrated experience working with the research community, as a researcher and government funder as well experience in applying research to government policy and practice.
- Experience in managing training, curriculum development, promotion of initiatives and awareness projects an asset

As a result, I have developed the following questionnaire based on the selection criteria above. The goal of the questionnaire is to get applicants to clearly identify how they meet the minimum qualifications of the position. I will use the results of the questionnaire as an aide to creating your initial shortlist. ***Please feel free to suggest changes to the questions or responses that you feel would help us to better identify your strongest applicants:***

Where I have noted **KNOCKOUT**, if an applicant selects that particular response, the system will screen them out.

You (Lindsay) will have an opportunity to see all applicant responses via the questionnaire report we will provide you at the close of the posting and if you do wish to see screened out applicants at a later time, I will provide them to you.

Action	Number	Question
	1	You are about to apply for a position with the BC Public Service. Have you updated your resume or if a cover letter is required, have you added it to your resume profile? If not, use the Employment Home button to back out of the application process. Yes, I confirm

2	My highest level of completed education in Health Information, Business, Public Administration Social Sciences or equivalent field is:	Master's Degree Bachelor's Degree – knockout Diploma– knockout Certificate– knockout None of the above – knockout
3	I have the following number of years of progressive experience with government in a leadership role:	More than 10 years 7 to 10 years – knockout 4-7 years– knockout 1-4 years– knockout Less than 1 year– knockout I have no experience in this area but I am interested in obtaining it – knockout
4	Referring to my leadership experience in question 3 above, this involved leadership in the following areas (select all that apply):	Strategic program development and implementation Legislation Policy Research and program evaluation None of the above – knockout
5	I have experience working in privacy, information security and IM/IT policy:	Yes No – Knockout
5	I have experience dealing with both senior and elected officials:	Yes No – Knockout
5	I have experience in issues management:	Yes No – Knockout
5	I have experience working with the research community, as a researcher and government funder as well experience in applying research to government policy and practice:	Yes No – Knockout
6	I have experience managing the following types of projects:	Training projects Curriculum development projects Promotion of initiatives and awareness projects I have no experience managing these types of projects but I am interested in obtaining some

Regards,
Rani

From: Somner, Kirstie HLTH:EX
Sent: Tue, May 8, 2012 1:03 PM
To: Amott, Rani J PSA:EX
Cc: Kislock, Lindsay M HLTH:EX
Subject: FW: Fwd: Executive Director - Req#10859

Hi Rani,
3 & 4 have been modified below. We will keep 8, 9, 10 should all be required in the selection criteria.

I hope this clarifies, will the job be posted today?

Thanks!

Kurstie Somner | Manager, Divisional Operations | Health Sector IM/IT | Ministry of Health | P: 250.952.2162
Kurstie.Somner@gov.bc.ca

S.17

From: Amott, Rani J PSA:EX
Sent: Monday, May 7, 2012 9:59 AM
To: Somner, Kurstie HLTH:EX
Subject: RE: Fwd: Executive Director - Req#10859

Thanks so much for this Kurstie. This is exactly what I need to proceed in having the job posting prepared.

I do have a few more questions around the selection criteria to ensure that we are screening to exactly what Lindsay is looking for. Below are the modified criteria based on Lindsay's email.

One overall comment, there are a large number of criteria....normally we would recommend screening to the (approximately) 3-5 that are most critical criteria and then perhaps assessing through interviews and reference checks any of the others that are important as well. *So if there are any below, that are not absolute must haves in order to screen a person in for further consideration, let me know.*

Selection Criteria:

1. Master's degree in Health Information, Business, Public Administration or Social Sciences, Health Information or equivalent degree
2. A minimum of 10 years of progressive experience with government in a leadership role in strategic program development and implementation, legislation, policy, research and program evaluation.
3. Must have experience working in privacy, information security and IM/IT policy.
4. Must have experience in the development and implementation of legislation
5. Demonstrated experience in negotiating and working with stakeholders on joint initiatives and projects.
Ability to negotiate contracts and lead strategic projects. (ability will be difficult to pull from a resume, better assessed through an interview so can we leave this statement out of the selection criteria?)
6. Demonstrated experience conducting and leading information and/or management programs, studies and projects.
7. Demonstrated experience in managing large projects involving multiple operations, multi-year schedules and significant resources affected.
8. Demonstrated experience dealing with senior officials and elected officials and in issues management . (
9. Demonstrated experience working with the research community, as a researcher and government funder as well experience in applying research to government policy and practice. Knowledge of research and policy evaluation required.
10. Training, curriculum development, promotion of initiatives and awareness projects experience an asset.
(confirming that these are all types of projects – eg. training projects, curriculum development projects, etc YES).

Sorry for all the questions, but I want to be sure we get this right.

Regards,
Rani

From: Somner, Kurstie HLTH:EX
Sent: Mon, May 7, 2012 8:45 AM
To: Amott, Rani J PSA:EX
Subject: FW: Fwd: Executive Director - Req#10859

Morning Rani,
Here are the answers to your questions about the posting. Please let me know if we've missed anything.

Thanks!

Kurstie Somner | Manager, Divisional Operations | Health Sector IM/IT | Ministry of Health | P: 250.952.2162 | S.17
Kurstie.Somner@gov.bc.ca

From: Kislock, Lindsay M HLTH:EX
Sent: Monday, May 7, 2012 8:33 AM
To: Somner, Kurstie HLTH:EX
Subject: Re: Fwd: Executive Director - Req#10859

What are the top 2 or 3 priorities for this position?

Development and implementation of a Service delivery model for data access for research, evaluation and decision making.

Establishing an information sharing strategy that addresses privacy and information security while enabling access to information and open data to improve health outcomes for British Columbians.

How would you describe the environment or culture of the work unit?

The Division has a new a Strategic Business Plan with identified priorities and actions that the Branch will be required to deliver in the next year. This will result in changes to both the priorities of the branch and how it aligns resources and staff to meet these goals.

What expertise must this person bring in order to be successful?

The successful applicant must have a solid understanding of information management, privacy and IM/IT policy and research. They must have established networks and relationships within government and the research academic community, privacy and health sector. Knowledge of privacy legislation is required. Demonstrated knowledge of evidence informed policy, practice, evaluation and decision making required.

What is the maximum salary for this position (I understand all Ministry of Health postings require the target salary to be posted.

Top of strategic - Max 113,073.64

And, in terms of screening, below are the requirements from the job description; however, what are the actual minimum qualifications your ADM is looking for in order to move an applicant through to the next stage of the process.

The more specific and clear we can be, the better. These will be listed in the job posting as the selection criteria.

Of the criteria below, which ones are absolutely critical and will be screened to and are there any that we can leave out for screening purposes? Maybe they are not absolute must haves or they can be assessed later on through the interview/assessment process?

Education:

Master's degree in Health Information, Business, Public Administration or Social Sciences or equivalent degree (equivalent degree...does this mean or equivalent Master's degree or would an undergraduate degree be acceptable?).

A minimum of a Master Degree should be required in the social science/public admin/business/health info as a solid understanding of research is required

Experience:

A minimum of 10 years of progressive experience with government in a leadership role in strategic program development and implementation, legislation, policy, research and program evaluation. Must have experience working in the privacy area with a solid demonstrated understanding of privacy and IM/IT policy. Must have legislative experience.

Demonstrated experience in negotiating and working with stakeholders on joint initiatives and projects. Ability to negotiate contracts and lead strategic projects. (can we be more specific here? Eg. negotiating complex multi-party agreements or leading bi-lateral negotiations.....or something like that)

Demonstrated experience conducting and leading information and/or management programs, studies and projects.

Demonstrated experience in managing large projects involving multiple operations, multi-year schedules and significant resources affected.

Demonstrated experience dealing with senior officials and elected officials. Ability to manage issues.

Research and academic experience (again, can we be more specific - What kind of research / academic experience).

Demonstrated experience working with the research community, as a researcher and government funder as well experience in applying research to government policy and practice. Knowledge of research and policy evaluation required. Training, curriculum development, promotion of initiatives and awareness projects experience an asset.

From: Somner, Kurstie HLTH:EX

Sent: Saturday, May 05, 2012 06:40 PM

To: Kislock, Lindsay M HLTH:EX

Subject: Fwd: Executive Director - Req#10859

Hi Lindsay, Can you help me answer these?

Thanks!!

Sent from my iPhone

Begin forwarded message:

From: "Amott, Rani J PSA:EX" <Rani.Amott@gov.bc.ca>

Date: 4 May, 2012 2:26:46 PM PDT

To: "Somner, Kurstie HLTH:EX" <Kurstie.Somner@gov.bc.ca>

Subject: Executive Director - Req#10859

Hello Kurstie,

It was great speaking with you this afternoon about the ED position you need to have posted as soon as possible. In order to assist marketing in writing up the job posting, could you please advise on the following:

1. What are the top 2 or 3 priorities for this position?

2. How would you describe the environment or culture of the work unit?
3. What expertise must this person bring in order to be successful?
4. What is the maximum salary for this position (I understand all Ministry of Health postings require the target salary to be posted).

And, in terms of screening, below are the requirements from the job description; however, what are the actual minimum qualifications your ADM is looking for in order to move an applicant through to the next stage of the process. The more specific and clear we can be, the better. These will be listed in the job posting as the selection criteria.

My questions/suggestions are noted in red:

Of the criteria below, which ones are absolutely critical and will be screened to and are there any that we can leave out for screening purposes? Maybe they are not absolute must haves or they can be assessed later on through the interview/assessment process?

Education:

- Master's degree in Health Information, Business, Public Administration or Social Sciences or equivalent degree (equivalent degree...does this mean or equivalent Master's degree or would an undergraduate degree be acceptable?).

Experience:

- 10 years of progressive experience with the government planning and reporting cycle. (if we can be even more specific here it would be helpful in the screening process, eg. ...experience with the government planning and reporting cycle including such activities as X, Y and Z.
- Demonstrated experience in negotiating (can we be more specific here? Eg. negotiating complex multi-party agreements or leading bi-lateral negotiations.....or something like that)
- Demonstrated experience conducting and leading information and/or management programs, studies and projects.
- Demonstrated experience in managing large projects involving multiple operations, multi-year schedules and significant resources affected.
- Demonstrated experience dealing with senior officials and elected officials.
- Research and academic experience (again, ca we be more specific - What kind of research / academic experience)

Lastly, I neglected to mention in our call (though you may already be aware of this) that all Strategic Leadership positions are required to be posted externally so that will apply to this posting.

Any questions, don't hesitate to give me a call. 604 360 5992.

Regards,
Rani

Rani Amott, Recruitment Consultant

The Hiring Centre | BC Public Service Agency

800-865 Hornby Street | Vancouver BC | V6Z 2G3 | T **604 360 5992**

MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772

The Hiring Centre is committed to responding to you within 24 hours

If you have any questions, please do not hesitate to contact me on my direct line – 604 360 5992



Borg, Neva CITZ:EX

From: BCPSA TM Mailbox Employment Advertising PSA:EX
Sent: Wednesday, May 9, 2012 10:39 AM
To: Amott, Rani J PSA:EX
Subject: FW: Requisition 10859 Approved

Hi Rani,

This req has been approved and is now ready for review.

Thank you,

Ann Evans Locker, Recruitment Marketing Specialist & Career Advisor

The Hiring Centre | Talent Management Division | BC Public Service Agency

100 - 940 Blanshard Street | Victoria, BC | 250.580.3063

MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772

~ The Hiring Centre is committed to responding to you within 24 hours.



Where ideas work

From: donotreply@gov.bc.ca [<mailto:donotreply@gov.bc.ca>]

Sent: Monday, May 7, 2012 10:27 AM

To: BCPSA TM Mailbox Employment Advertising PSA:EX

Subject: Requisition for Approval in your queue

To Approve or Reject this Requisition, please log into <http://employment.gov.bc.ca> and go to your 'Requisitions/Approve Job Requisitions' page.

APPROVER(S) SELECTED:


Name	Date	Approved
Rani Amott	5/07/2012	Approved
Marketing Specialist		Not yet Approved

Position Details

Req #:	10859
Position Number:	00093442
Ministry ADM:	Lindsay Kislock
Hiring Manager:	Kurstie Somner
Position Classification:	Strategic Leadership
Ministry / Organization:	BC026 - Ministry of Health
Ministry Branch / Division:	Health/HSIMIT
Ministry approval to hire:	Yes
Full/Part Time:	Full-time
Employee Class (not	Regular Full Time

posted):

Job Type (displayed on posting): Regular Full Time

Temporary End Date:  (yyyy-mm-dd)

FTE: 1

Location: Victoria

Salary Plan: MGT

Job Grade: M3

Position Options & Status

Posting STRAT LEAD - Executive Director

Title:

Job Profile: Job Description ED Info Mgmt Stewardship and Data Access Position 93442.pdf
f

Job Summary:

PLEASE DRAFT A JOB SUMMARY BASED ON THE FOLLOWING INFORMATION

There will be a QUESTIONNAIRE

The Hiring manager DOES REQUIRE a cover letter

Additional REQ specific information Enter additional notes here

*****Position Information*****

Executive Director, Information Management, Stewardship and Data Access

Salary: Up to \$113,073.64

What are the top 2 or 3 priorities for this position?

Development and implementation of a Service delivery model for data access for research, evaluation and decision making.

Establishing an information sharing strategy that addresses privacy and information security while enabling access to information and open data to improve health outcomes for British Columbians.

How would you describe the environment or culture of the work unit?

The Division has a new a Strategic Business Plan with identified priorities and actions that the Branch will be required to deliver in the next year. This will result in changes to both the priorities of the branch and how it aligns resources and staff to meet these goals.

What expertise must this person bring in order to be successful?

The successful applicant must have a solid understanding of information management, privacy and IM/IT policy and research. They must have established networks and relationships within government and the research academic community, privacy and health sector. Knowledge of privacy legislation is required. Demonstrated knowledge of evidence informed policy, practice, evaluation and decision making required.

Job Qualifications:

In order for applicants to be considered for this position, their resume must clearly demonstrate that they have the following:

Master's degree in Health Information, Business, Public Administration or Social Sciences, Health Information or equivalent degree

A minimum of 10 years of progressive experience with government in a leadership role in strategic program development and implementation, legislation, policy, research and program evaluation. Must have experience working in the privacy area with a solid demonstrated understanding of privacy and IM/IT policy.

Must have legislative experience

Demonstrated experience in negotiating and working with stakeholders on joint initiatives and projects. Ability to negotiate contracts and lead strategic projects.

Demonstrated experience conducting and leading information and/or management programs, studies and projects.

Demonstrated experience in managing large projects involving multiple operations, multi-year schedules and significant resources affected.

Demonstrated experience dealing with senior officials and elected officials. Ability to manage issues.

Demonstrated experience working with the research community, as a researcher and government funder as well experience in applying research to government policy and practice. Knowledge of research and policy evaluation required.

Training, curriculum development, promotion of initiatives and awareness projects experience an asset.

Comments (Internal use only): RECRUITMENT PLAN: Here are your responsibilities: • Obtain your ministry internal approvals • Approval of posting (if applicable) • Final shortlisting of applicants • Conducting assessments, including the interview • Completing Past Work Performance checks • Final selection of applicant • Providing verbal offer • Submission of the completed (by applicant) Criminal Record Check (CRC) document to PSSG • Providing applicant feedback • Approving offer notification • Sending your competition file to the Hiring Centre (You will receive a request from our file team that lists the files we require). Competition Timelines: These are the projected timelines for our competition POSTING LIVE: May 8, 2012 POSTING CLOSE: May 15, 2012 S.O.A./QUESTIONNAIRE REPORT: May 16, 2012 OFFER DATE: June 6, 2012 Recruitment Activities & Deliverables: Your responsibilities and the support that the Hiring Centre will provide for this competition. 1. Screening: The Hiring Centre will pre-screen applicants using a questionnaire. Only applicants who pass the screening questionnaire will be converted to prospects every two days throughout the competition. The Hiring Centre will forward the results of the questionnaire within 24 hours of the posting close. The Hiring Manager will create their own shortlist. 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 The Hiring Manager will schedule the oral interviews 3. Recruitment Support: The Hiring Manager will use their own assessment tools. The Hiring Manager will use their own interview materials. The following link will take you to assessment tools, guidelines and forms available to assist you: <https://employee.gov.bc.ca/src/objects.cfm?objectID=2429> 4. Making an Offer: Once you have completed your oral interviews, the Hiring Centre will: Calculate years of Continuous Service (if requested). Prepare and send the Offer, Regret and confirmation notifications (I will forward you a checklist of required information).

Job Status: Pending

Category: Leadership and Management

Post Date:

Close Date:

Planned

Referral

Date:

Planned Offer

Date:

of 1

Openings:

Recruitment Team: Corporate services and management

Team:

Recruiter Assigned: Rani Amott

Job Seeker

No

can view

Recruiter

info?

Isolation No

Allowance:

Temporary No

Market

Adjustment

(TMA):

Security Yes

Screening

Required?

Security Criminal Record Check

Requirement

Type:

Should the

security

screening

information

be

incomplete or

incorrect,

please

proceed with

the

requisition

submission

and inform

your recruiter

of any

discrepancy.



Borg, Neva CITZ:EX

From: Somner, Kurstie HLTH:EX
Sent: Wednesday, May 9, 2012 11:23 AM
To: Amott, Rani J PSA:EX
Cc: Kislock, Lindsay M HLTH:EX
Subject: FW: Your Posting is Ready - Req#10859: Executive Director

Looks perfect, thanks Rani! Please proceed with posting.

Kurstie Somner | Manager, Divisional Operations | Health Sector IM/IT | Ministry of Health | P: 250.952.2162 |
Kurstie.Somner@gov.bc.ca

S.17

From: Amott, Rani J PSA:EX
Sent: Wednesday, May 9, 2012 10:46 AM
To: Somner, Kurstie HLTH:EX
Subject: Your Posting is Ready - Req#10859: Executive Director

Hi Kurstie,

Below is the job posting that marketing has prepared for you. If there are any edits you would like to see, you can incorporate them directly into the document, however, please use a different color font so that I can see where the changes are.

As soon as I have your approval and edits (if any) we can post.

Executive Director, Information Management, Stewardship and Data Access
Salary Up to \$113,073.64

Apply your leadership and strategic skills to this role

In this role as Executive Director, you will develop and implement a Service delivery model for data access for research, evaluation and decision making. You will establish an information sharing strategy that addresses privacy and information security while enabling access to information and open data to improve health outcomes for British Columbians.

The Division has a new a Strategic Business Plan with identified priorities and actions that the Branch will be required to deliver in the next year. This will result in changes to both the priorities of the branch and how it aligns resources and staff to meet these goals.

You are a strong leader and a strategic thinker that thrives in a complex, collaborative environment and can interconnect with the financial community. You have the ability to actively support and foster culture through trust, removing barriers and being accountable. In addition, you have demonstrated experience in leading, motivating, developing and supporting a successful branch and contribute to the success of government operations.

As the successful applicant, you have a solid understanding of information management, privacy and IM/IT policy and research. You also have established networks and relationships within government and the research academic community, privacy and health sector. Knowledge of privacy legislation is required. In addition, you have demonstrated knowledge of evidence informed policy, practice, evaluation and decision making required.

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. An eligibility list may be established. A criminal record check will be required.

As part of the application process you will be prompted to fill out a questionnaire which must be completed in order for your application to be considered. You will not be able to go back at a later time to complete the questionnaire so please allot up to 20 minutes to fill it out after submitting your resume and cover letter.

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.

The BC Public Service is committed to diversity and inclusion in our workplace. As part of that commitment, we welcome and support diverse talents throughout our organization. For more information on how diversity works in the BC Public Service, please visit our [diversity](#) page.

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:

In order for applicants to be considered for this position, their resume must clearly demonstrate that they have the following:

Master's degree in Health Information, Business, Public Administration or Social Sciences, Health Information or equivalent degree

A minimum of 10 years of progressive experience with government in a leadership role in strategic program development and implementation, legislation, policy, research and program evaluation. Must have experience working in the privacy area with a solid demonstrated understanding of privacy and IM/IT policy.

Must have legislative experience

Demonstrated experience in negotiating and working with stakeholders on joint initiatives and projects. Ability to negotiate contracts and lead strategic projects.

Demonstrated experience conducting and leading information and/or management programs, studies and projects.

Demonstrated experience in managing large projects involving multiple operations, multi-year schedules and significant resources affected.

Demonstrated experience dealing with senior officials and elected officials. Ability to manage issues.

Demonstrated experience working with the research community, as a researcher and government funder as well experience in applying research to government policy and practice. Knowledge of research and policy evaluation required.

Training, curriculum development, promotion of initiatives and awareness projects experience an asset.

Regards,
Rani

Rani Amott, Recruitment Consultant
The Hiring Centre | BC Public Service Agency
800-865 Hornby Street | Vancouver BC | V6Z 2G3 | T 604 360 5992
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772

The Hiring Centre is committed to responding to you within 24 hours
If you have any questions, please do not hesitate to contact me on my direct line – 604 360 5992



Where ideas work

TITLE: EXECUTIVE DIRECTOR, INFORMATION MANAGEMENT, STEWARDSHIP AND DATA ACCESS

CLASSIFICATION: STRATEGIC LEADERSHIP

MINISTRY: HEALTH

WORK UNIT: HEALTH SECTOR IM/IT

SUPERVISOR TITLE: ADM

SUPERVISOR POSITION #: 79598

SPECIFIC ACCOUNTABILITIES/DELIVERABLES:

Data Governance and Information Sharing:

- a. Provides leadership, and direction for the use of and access to health sector data for evidence informed decisions, policy, research and evaluation to support the achievement of health outcomes.
- b. Accountable for determining, describing and enforcing the business rules and definitions for data and ensuring that data is managed as a strategic asset.
- c. Executive responsibility for the management of access to data and information held in the Ministry by decision makers within the Health system, including support for the development of information and data access strategies.
- d. Establishes data and information management policies, standards, and ensures organization and enforcement of data governance to effectively manage and provide necessary access to data.
- e. Ensures that data access and information sharing requests meet confidentiality, integrity, availability, accountability, and audit ability requirements.
- f. Reports on the progress of data and information management governance for the Health Sector including metrics.
- g. Leads the creation and implementation of awareness and education strategies for data access, data capabilities, definition and appropriateness of data, rules on data access, and other data related issues to maximize use and access of health data.
- h. Responsible for enabling and supporting IM initiatives, including policy and information data access processes for the health and research sectors to support the identification and development of priority initiatives to support health outcomes.
- i. Working with stakeholders identifies and promotes research priorities for data access and use.
- j. Collaborates with stakeholders to explore options for facilitating the transfer of knowledge from research projects and programs that use MoH data and promote the use and value of health data from MoH data for research. This includes implementing a knowledge management strategy promoting research from data requests and related findings.
- k. Develops sector-wide strategies, including updates to eHealth and sector- wide IM/IT integrated planning, to maximize the value of information and health technology investments in support of Ministry governances, stewardship and service delivery.

Information Management and Data Access

- a. Leads and delivers a client-focused service for data access requests and information sharing for research, evaluation and decision support for government, the health sector and other partners, academics and researchers.
- b. Oversees and facilitates data access requests and information sharing agreements from ministry partners and other stakeholders.
- c. Responsible for leading and implementing the open data strategy for the ministry to better enable citizens to access health sector information.
- a. Plays a lead role in achieving the management of health information as a strategic asset and in building the essential foundation (info-structure) for achieving Health outcomes. .
- b. Provides senior level leadership in the management of health data research with external organizations, including leading strategies for future research relationships with research agencies and centres, including the federal-provincial Canadian Institute for Health Information and other inter-jurisdictional organizations. This also includes managing the strategic development and approval of data requests linked to key external initiatives such as the BC Linked Health Database (which resides in the Centre for Health Services and Policy Research at UBC).

Data Stewardship

- a. Provides ministry Chief Data Steward responsibilities including accountability for the various leadership and legislative requirements of that role for government, including fostering and managing key stakeholder relations and engagement strategies.
- b. Provides strategic leadership and senior management responsibility for processes and requirements and providing expertise to support Ministry (and health sector) requirements for research agreements within legislative and policy parameters (including meeting privacy and security requirements).
- c. Provides strategic leadership and senior management responsibility for processes and requirements and providing expertise to support Ministry (and health sector) requirements for Information Sharing Agreements within legislative and policy parameters (including meeting privacy and security requirements)
- d. Responsible for Ministry information and data requirements in the development and implementation of Ministerial Designation Orders, Health Information Banks and Disclosure Directives.
- e. Responsible for Ministry requirements for information and data architecture and standards and maintaining Ministry alignment with corporate architecture and standards requirements.

Strategic Advisor

- a. Provides an information enterprise perspective and strategic solution approach to support the achievement of priority business and strategic objectives, including identifying governance, and opportunities for the Ministry to participate in and provide leadership for integrated IM/IT planning and management across the Health and public sector.
- b. Provides strategic advice and expertise to senior executives on the identification and response to emerging IM/IT challenges and requirements, including involvement in the development of Health Sector IM/IT projects and initiatives.

Strategic Alignment

- a. Provides Health information management leadership working with the Office of the Chief Information Officer on information architecture, development and implementation of corporate solutions for IM/IT policy and standards, and for data/information management.
- b. Provides strategic liaison roles with key Ministry partners, Privacy Commissioner's office and other stakeholders to support government and Health sector business and strategic outcomes.
- c. Fosters partnerships through effective communication, consultation and collaboration with the Health sector and other partners to identify ways to involve B.C.'s health industry in prioritizing the province's annual health data research priorities.

SELECTION CRITERIA

Education:

- Master's degree in Health Information, Business, Public Administration or Social Sciences or equivalent degree.

Experience:

- 10 year progressive experience with the government planning and reporting cycle.
- Demonstrated experience in negotiating, conducting and leading information and/or management programs, studies and projects.
- Demonstrated experience in managing large projects involving multiple operations, multi-year schedules and significant resources affected.
- Demonstrated experience dealing with senior officials and elected officials.
- Research and academic experience

Knowledge:

- Considerable knowledge of information management and technology needs and solutions related to the sharing, access, gathering, analysis, compilation and privacy and security of sensitive government information, such as health information
- Extensive knowledge of information legislation and information sharing, including information access and privacy legislation.
- Considerable knowledge of policy development and implementation.
- Research and evaluation.

Skills/Abilities:

- Ability to communicate, both orally and in writing with senior executives and managers by providing and obtaining information, effectively, clearly, correctly, concisely, completely, logically, in a timely manner, and at an appropriate level and format, while maintaining confidentiality.
- Ability to establish/maintain effective working relationships with a wide variety of senior officials and individuals across the Health Care Sector.
- Ability to lead and direct the work of highly skilled knowledge workers in a demanding and time sensitive work environment.

COMPETENCIES

- Strategic Orientation and Leadership
- Results Focused
- Teamwork
- Service Orientation
- Innovations and Change

Date: May 3, 2012

Executive Director, Information Management, Stewardship and Data Access
Salary Up to \$113,073.64

Apply your leadership and strategic skills to this role

In this role as Executive Director, you will develop and implement a Service delivery model for data access for research, evaluation and decision making. You will establish an information sharing strategy that addresses privacy and information security while enabling access to information and open data to improve health outcomes for British Columbians.

The Division has a new a Strategic Business Plan with identified priorities and actions that the Branch will be required to deliver in the next year. This will result in changes to both the priorities of the branch and how it aligns resources and staff to meet these goals.

You are a strong leader and a strategic thinker that thrives in a complex, collaborative environment and can interconnect with the financial community. You have the ability to actively support and foster culture through trust, removing barriers and being accountable. In addition, you have demonstrated experience in leading, motivating, developing and supporting a successful branch and contribute to the success of government operations.

As the successful applicant, you have a solid understanding of information management, privacy and IM/IT policy and research. You also have established networks and relationships within government and the research academic community, privacy and health sector. Knowledge of privacy legislation is required. In addition, you have demonstrated knowledge of evidence informed policy, practice, evaluation and decision making required.

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. An eligibility list may be established. A criminal record check will be required.

As part of the application process you will be prompted to fill out a questionnaire which must be completed in order for your application to be considered. You will not be able to go back at a later time to complete the questionnaire so please allot up to 20 minutes to fill it out after submitting your resume and cover letter.

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.

The BC Public Service is committed to diversity and inclusion in our workplace. As part of that commitment, we welcome and support diverse talents throughout our organization. For more information on how diversity works in the BC Public Service, please visit our [diversity](#) page.

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:

In order for applicants to be considered for this position, their resume must clearly demonstrate that they have the following:

- Master's degree in Health Information, Business, Public Administration or Social Sciences or equivalent
- A minimum of 10 years of progressive experience with government in a leadership role in strategic program development and implementation, legislation, policy, research and program evaluation.
- Experience working in privacy, information security and IM/IT policy.
- Demonstrated experience dealing with senior officials and elected officials and in issues management
- Demonstrated experience working with the research community, as a researcher and government funder as well experience in applying research to government policy and practice.
- Experience in managing training, curriculum development, promotion of initiatives and awareness projects an asset

Borg, Neva CITZ:EX

From: Richter, Nadine PSA:EX
Sent: Tuesday, May 8, 2012 3:36 PM
To: Amott, Rani J PSA:EX
Subject: Media_Plan_10859_Executive_Director
Attachments: Media_Plan_10859_Executive_Director.docx

Hi Rani,

Please find attached the requested external media plan for your further attention. I have included an additional free site that the HM may find suitable for this job posting. If there are any other that the HM wants, please let me know.

Kindly let me know what the HM decides regards approval and what the open/close dates for this job posting will be.

Thanks and kind regards,

Nadine Richter, Recruitment Marketing Coordinator, Attraction and Marketing

The Hiring Centre | Talent Management | BC Public Service Agency

800-865 Hornby Street | Vancouver, BC | V6Z 2G3 | Office 604-660-0926

S.17

MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

<i>Requisition #</i>	10859	<i>Date</i>	8 May 2012
<i>Ministry</i>	Ministry of Health	<i>Prepared by</i>	Nadine Richter
<i>Recruiter</i>	Rani Amott	<i>Version #</i>	1
<i>Hiring Manager</i>	Kurstie Somner	<i>Location</i>	Victoria
<i>Open Date</i>	TBD	<i>Close Date</i>	TBD
<i>Job Title</i>	Executive Director		

Media	Link	Description
Targeted		
Eluta (Valued at \$199) BCPSA has purchased package	www.eluta.ca	7 million monthly searches in Canada, and is the second most popular job search board in Canada. Mass market, high variety of jobs including senior positions.
Career Builder (Valued at \$575) BCPSA has purchased package	www.careerbuilder.ca	Attracts casual job seekers - over 76% are employed and looking to move up. They have an average annual income of around \$70,000 and more than 80% are college educated. Mass Market.
Cdn Assn for Health Services and Policy Research	www.CAHSPR.ca	Multidisciplinary association dedicated to improving health and health care by advancing the quality, relevance, and application of research on health services and health policy.
General		
BCPS Employment Page	http://employment.gov.bc.ca	6000 internal and external visitors each month to the key website promoting BC Public Service jobs and hiring initiatives.
LinkedIn	http://www.linkedin.com	101 million members worldwide, 3.7 million members in Canada (4th largest membership base - US top with 44.2 million)

Automatically Scraped		
Simply Hired	http://www.simplyhired.ca	Connects with 25 thousand sites and 17 million candidates across the country automatically.
Wow jobs	http://www.wowjobs.ca	Hosts 100,000 job posts from 5,000 different job sources with cutting edge tools and technologies for job searching across Canada advertised on thousands of job sites, classifieds and company sites across Canada
Equitek (Part of BCPSA pre-purchased package)	http://www.equitek.ca/	Broadcasts our jobs daily to over 800 outreach partners across Canada through a proactive recruitment network of employment counselor's, job coaches and mentors that represent diverse talent from aboriginal people, people with disabilities, visible minorities, women and internationally trained professionals.
Canadian Jobs	http://www.canadianjobs.com	North America's fastest growing career portal, members can search tens of thousands of jobs in just about every industry, city, province and postal code.
Indeed	http://www.indeed.ca	Membership focused advertising that aggregates job listings from thousands of websites, including job boards, newspapers, associations, and company career pages

The Hiring Centre | Talent Management Division | BC Public Service Agency
 First Floor, 810 Blanshard Street | Victoria, BC | V8W 2H3
 BCPSA Employment Advertising
employmentadwriter@gov.bc.ca

Borg, Neva CITZ:EX

From: Somner, Kurstie HLTH:EX
Sent: Tuesday, May 29, 2012 1:29 PM
To: Amott, Rani J PSA:EX
Subject: RE: Req 10859 SOA and Questionnaire Report

Hi Rani,
Here are the details you requested. Thank you!

Kurstie Somner | Manager, Divisional Operations | Health Sector IM/IT | Ministry of Health | P: 250.952.2162 | S.17
Kurstie.Somner@gov.bc.ca

From: Amott, Rani J PSA:EX
Sent: Monday, May 28, 2012 10:31 AM
To: Somner, Kurstie HLTH:EX
Subject: RE: Req 10859 SOA and Questionnaire Report

Thanks Kurstie.

Yes, we will issue both your offer and regret letters. The offer is electronically generated and will be routed through to Lindsay (as spending authority) to review and approve. Once she has approved in the system, the letter will automatically go to Wendy who will need to accept the offer.

The appointment and start date though cannot be confirmed until the criminal records check and review period have both cleared (per the Public Service Act unsuccessful employee applicants have 5 days from receipt of their regret notification to request feedback on why they were unsuccessful. For an Excluded position, once feedback is provided (if there are requests) those employee applicants have 5 days from receipt of feedback to request a DM inquiry should they not be satisfied with the feedback provided.

Once the regrets are issued, I will monitor the timelines for you and will check in after the first 5 days to see if feedback has been requested. If not and the criminal records check has cleared, then we can confirm the appointment and start date at that time.

If you could please complete the table below, that will give me all the information I need to have your offer and regret letters generated.

Any questions, don't hesitate to ask.

Hiring Manager:	Requisition Number:
Information:	
Name of Successful Applicant -	Wendy Taylor
• Starting Salary*	\$113,073.64 (top of Strategic Leadership band)
• If a Temporary Assignment or Auxiliary, please give start and end dates	N/A
• Supervisor's Name	Lindsay Kislock
• Anticipated start date	S.22

Eligibility List Established <i>(name and ranking on the list)</i>	S.22
Length of time for eligibility list <i>(6 months or 1 year)</i>	1 year
Relocation offered	no
Name of Delegated Spending Authority to approve offer notification	Lindsay Kislock
Name person providing feedback on regret letters	Lindsay Kislock
Name of applicants who withdrew from competition	N/A

Thanks!
Rani

From: Somner, Kurstie HLTH:EX
Sent: Mon, May 28, 2012 10:15 AM
To: Amott, Rani J PSA:EX
Subject: RE: Req 10859 SOA and Questionnaire Report

Hi Rani,
Lindsay has completed the reference checks and would like to offer the job to Wendy Taylor. You draft the offer letter correct? She will offer the top of the SL range, starting as soon as the letter can be done.

Thanks so much and please let me know if you need any other info from me.

Kurstie

From: Amott, Rani J PSA:EX
Sent: Fri, May 18, 2012 9:19 AM
To: Somner, Kurstie HLTH:EX
Subject: RE: Req 10859 SOA and Questionnaire Report

S.22

Let me know if there is anything else I can do along the way and hope the interviews go well.

From: Somner, Kurstie HLTH:EX
Sent: Fri, May 18, 2012 9:15 AM
To: Amott, Rani J PSA:EX
Subject: RE: Req 10859 SOA and Questionnaire Report

Hi Rani,

From speaking with Lindsay briefly yesterday it sounds like she'd like to interview 2 of the 5 applicants for the position – possibly Tuesday. I'll keep you in the loop. I don't believe that

S.22

for us?

S.22

... can you look into this

Thanks!

Kurstie Somner | Manager, Divisional Operations | Health Sector IM/IT | Ministry of Health | P: 250.952.2162 |
Kurstie.Somner@gov.bc.ca

S.17

From: Amott, Rani J PSA:EX
Sent: Thursday, May 17, 2012 12:06 PM
To: Stern, Kathy A PSA:EX; Somner, Kurstie HLTH:EX
Subject: RE: Req 10859 SOA and Questionnaire Report

Thanks Kathy.

Hi Kurstie, let me know if Lindsay would like me to do a 2nd level screen. There are only 6 applications that made it through the pre-screening questionnaire based on the minimum requirements that were set for the position. Attached is a printable batch of those 6 resumes.

Regards,
Rani

From: Stern, Kathy A PSA:EX
Sent: Thu, May 17, 2012 10:31 AM
To: Somner, Kurstie HLTH:EX
Cc: Amott, Rani J PSA:EX
Subject: Req 10859 SOA and Questionnaire Report

Dear Kurstie,

The posting for Executive Director closed yesterday and the next step will be your assessment of the selected candidates.

Attached you will find the results of the questionnaire we used as part of the application process. Please review the information and let me know if you have any questions.

Please let us know who were screened out so that we can send the regret notification.

Additional Information

I have attached further information for your reference as you move forward with these next steps. There is excellent information on MyHR regarding [competencies](#) and [interview questions](#).

[Marking Guide Information](#)

[Past Work Performance](#)

[Years of Continuous Service](#)

[Offers of Employment & Confirmation of Offer](#)

When you are ready to make an offer.

The Hiring Centre is responsible for the preparation and sending of all electronic notifications (offer, regret and confirmation) through the automated Recruitment System. These notifications are the contractual transactions that are date/time stamped which verifies when an offer has been sent and has been accepted by the applicant. The system also tracks when the regret notifications are sent.

The confirmation notification is sent once the Recruitment Consultant confirms with you that the five day review period is complete and you have received the Security Screening back and it is confirmed that the applicant can be hired. All notifications are stored in our system and at any time, you can retrieve copies if required.

Many Hiring Managers have begun sending a customized "Welcome to the Ministry" letter which can include information that is specific to your business unit or your Ministry.

Competition File Checklist – This is a checklist which describes the documents the Hiring Centre is responsible for retaining and those that you generate and will need to retain.

Sincerely,

Kathy Stern on behalf of

Rani Amott, Recruitment Consultant
The Hiring Centre | BC Public Service Agency
800-865 Hornby Street | Vancouver BC | V6Z 2G3 | T 604 360 5992
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772

*The Hiring Centre is committed to responding to you within 24 hours
If you have any questions, please do not hesitate to contact me on my direct line – 604 360 5992*



Where ideas work

FREQUENTLY ASKED QUESTIONS ...

About This Process...

An electronic copy of your competition file is created and stored within the Hiring Centre. This ensures that in the event that your competition is identified in the Merit Commissioner's random audit, or for review, the Hiring Centre can present this file on your behalf in a timely manner. Consistent with the government's green agenda, these will be maintained electronically, which reduces storage and shipping costs as well as carbon impacts.

Which Documents Should I Submit?

The attached checklist outlines which documents from your hiring competitions you will have kept during the competition process and which ones are already stored electronically in the Hiring Centre. An electronic copy of all your documentation regarding this hire is what needs to be provided to the Hiring Centre in order to complete your file.

Most frequently the items you would need to provide will be numbers 6 through 10 on the checklist, however there may be exceptions for some competitions. If there are exceptions in your competition (for example, you chose to issue your own letters) please provide this documentation as well. Additionally, on the reverse side of this checklist you will find policy info and guidance regarding further details on this process.

Can I Send You My Original Copies So I Don't Have To Keep Them?

The Hiring Manager is still the Office of Primary Responsibility so you will need to retain your competition documentations for 2 years to satisfy the requirements of the Merit Commissioner. We do not keep your original copies or store them onsite.

What we offer to do is create an electronic *copy* of your file which contains all of your information for the competition as well as everything from the Recruitment System (resumes, posting etc.) This complete electronic file is a great idea so that if your file were ever selected for audit we would be able to present it to the Merit Commissioner on your behalf in a timely manner. Once we have completed the electronic copy of your file, you are welcome to request a copy from us and choose to retain this in lieu of your paper documents.

Competition File Contents Checklist

The Hiring Centre has retained some competition documentation electronically and will work with the Hiring Manager to receive electronic copies of the remainder of the documentation to make certain that the competition file is complete. This will allow the Hiring Centre to readily assist Hiring Managers in producing a complete file for the Office of the Merit Commissioner in the event of an audit. Hiring Managers will provide scanned/electronic copies to the Hiring Centre as the final components to closing the competition file. Your complete file will be electronic and stored within the Hiring Centre. As the Hiring Manager you are the Office of Primary Responsibility and must retain your original competition documentation whether you decide to provide the Hiring Centre with electronic copies or choose not to utilize this service.

Requisition Number:	Closing Date:
Hiring Manager:	Position Location:
Position Title:	Classification:
Ministry:	Branch:

Document	Manager will send to Hiring Centre (*if not applicable to your competition, write N/A)
1. Job Profile / Job Description	Hiring Centre already has
2. Applicant Information Packages (if applicable)	
3. Job Posting or advertisement (or equivalent)	Hiring Centre already has
4. Cover letters, resumes or any other documents submitted by applicants	Hiring Centre already has
5. Summary List of Applicants	Hiring Centre already has
6. Documentation of final decision on screening / short listing	
7. Assessment tools used during the selection process i.e., master list of interview questions asked, written assignments and any answer keys	
8. Applicant assessments i.e., interview notes for all applicants recorded by panel members, completed written exams etc	
9. Completed Rating Guide for all assessments (or similar documentation to show how hiring decision was reached)	
10. Results of any past work performance checks conducted for all applicants	
11. Eligibility List (if applicable)	Hiring Centre already has
12. Offer letter to successful applicant(s)	Hiring Centre already has
13. Notification letters to unsuccessful applicants	Hiring Centre already has
14. Confirmation letter to successful applicant(s)	Hiring Centre already has
15. Notes, e-mails, etc. relating to the competition i.e applicant withdrawals, interview schedules etc	

TO BE COMPLETED BY HIRING MANAGER:

(Please note that you have two options listed below. You only need to select one...)

1. This is to verify that I have provided the Hiring Centre with copies of all documents for this competition.

Hiring Manager Signature

Date

2. I do not wish to have the Hiring Centre generate an electronic copy of my documentation. In the event of a future audit, I will provide the Hiring Centre with my documentation.

Hiring Manager Signature

Date

TO BE COMPLETED BY THE HIRING CENTRE:

This is to verify that the competition documentation provided by the Hiring Manager, combined with all documentation retained within the Hiring Centre constitutes a complete competition file.

Name, title of Hiring Centre staff member

Date

Competition files: Documenting the Hiring Process

"The steps taken and decisions made by the hiring manager throughout the recruitment and selection process must be shown to uphold the merit principle and be consistent with the elements of transparency, consistency, relevance, fairness and reasonableness. Employees who request feedback (or higher-level review) on their performance in a competitive process expect managers to be able to account for the decisions that have been taken. Documenting the process steps and appointment decisions assists managers as they provide feedback; an absence of supporting evidence for applicants' own results may impact their perception of the application of merit in the hiring process. The documentation is also required by organization heads for internal inquiries and by the Merit Commissioner for staffing reviews and audits."

- From the Merit Commissioner's Annual Report 2009-10

Background Information

Decision to Hire

As with any decision for which public service staff are accountable, an appropriate record of the basis of the decision should be maintained. This includes all the information required to 'tell the story': what the posting was, who applied, who was screened in and out and on what basis, what assessment approach was used, ratings for the candidates and the basis for the decision, as well as the record of offer, acceptance, notice and confirmation. Transitory records are materials that may be generated during the course of the recruitment process but which are not required to be kept as part of the documentation of the decision.

Documents and Records

The documents and records that are required are noted on the competition file checklist. With the introduction of the Hiring Centre and the electronic Recruitment System, most of the required documentation now exists as data within the system. Recognizing that the annual reports of the Merit Commissioner have pointed to lack of documentation being a factor in 5-10% of all files, and in a context of the Commissioner finding up to 24% of all competitions to be "Merit with exception" due to flaws, errors and omissions in process, Deputy Ministers have agreed that the Hiring Centre will take full responsibility for collecting, checking and storing competition files for all competitions. Consistent with the government's green agenda, these will be maintained electronically, which reduces storage and transportation costs as well as carbon impacts.

What does this mean for me?

This means that at the end of every competition using the Hiring Centre, the responsible manager will be contacted and asked to supply copies of the remaining documents required for the file. Once the electronic copy of your file is complete it will be housed electronically within the Hiring Centre.

Should a file be requested for a review or an audit by the Merit Commissioner the Hiring Centre will provide the file as required.

REQ 10859 Questionnaire Report

STRAT LEAD - Executive Director

Prov Gov Employee Id	Full Name	Email	Phone	City	Questionnaire Passed	1-You are about to apply for a position with the BC Public Service. Have you updated your resume profile and/or cover letter to demonstrate how you meet the qualifications? If not, use the Employment Home button to back out of the process.	2-My highest level of completed education in Health Information, Business, Public Administration, Social Sciences or equivalent field is:	3-I have the following number of years of progressive experience with government in a leadership role:	4-Referring to my leadership experience in question 3 above, this involved leadership in the following areas (select all that apply):	5-I have experience working in privacy, information security and IM/IT policy:	6-I have experience dealing with both senior and elected officials:	7-I have experience in issues management:	8-I have experience working with the research community, as a researcher and government funder as well experience in applying research to government policy and practice:	9-I have experience managing the following types of projects (select all that apply):
					No	Yes, I confirm	Bachelor's Degree	More than 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
					No	Yes, I confirm	Bachelor's Degree	7 to 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
					No	Yes, I confirm	Diploma	More than 10 years	Strategic program development and implementation Legislation	Yes	Yes	Yes	No	Training projects Promotion of initiatives and awareness projects
					No	Yes, I confirm	Master's Degree	I have no experience in this area but I am interested in obtaining it	Strategic program development and implementation	Yes	No	Yes	No	Promotion of initiatives and awareness projects
					No	Yes, I confirm	Master's Degree	7 to 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	No	Yes	No	Training projects Curriculum development projects Promotion of initiatives and awareness projects
					Yes	Yes, I confirm	Master's Degree	More than 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
					No	Yes, I confirm	Master's Degree	4-7 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
					No	Yes, I confirm	Master's Degree	More than 10 years	Strategic program development and implementation	No	Yes	Yes	No	I do not have experience managing these types of projects but I am interested in obtaining some

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REQ 10859 Questionnaire Report

STRAT LEAD - Executive Director

Prov Gov Employee Id	Full Name	Email	Phone	City	Questionnaire Passed	1-You are about to apply for a position with the BC Public Service. Have you updated your resume profile and/or cover letter to demonstrate how you meet the qualifications? If not, use the Employment Home button to back out of the process.	2-My highest level of completed education in Health Information, Business, Public Administration, Social Sciences or equivalent field is:	3-I have the following number of years of progressive experience with government in a leadership role:	4-Referring to my leadership experience in question 3 above, this involved leadership in the following areas (select all that apply):	5-I have experience working in privacy, information security and IM/IT policy:	6-I have experience dealing with both senior and elected officials:	7-I have experience in issues management:	8-I have experience working with the research community, as a researcher and government funder as well experience in applying research to government policy and practice:	9-I have experience managing the following types of projects (select all that apply):
					No	Yes, I confirm	Bachelor's Degree	I have no experience in this area but I am interested in obtaining it	Policy Research and program evaluation	Yes	No	Yes	Yes	Training projects Curriculum development projects
					No	Yes, I confirm	Master's Degree	I have no experience in this area but I am interested in obtaining it	I do not have the leadership experience noted in question 3	No	No	No	No	I do not have experience managing these types of projects but I am interested in obtaining some
					No	Yes, I confirm	Master's Degree	1-4 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	No	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
					No	Yes, I confirm	Master's Degree	I have no experience in this area but I am interested in obtaining it	I do not have the leadership experience noted in question 3	Yes	Yes	Yes	Yes	Training projects
					Yes	Yes, I confirm	Master's Degree	More than 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
					No	Yes, I confirm	Bachelor's Degree	More than 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
					Yes	Yes, I confirm	Master's Degree	More than 10 years	Strategic program development and implementation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
					No	Yes, I confirm	Bachelor's Degree	7 to 10 years	Strategic program development and implementation Research and program evaluation	Yes	Yes	Yes	No	Training projects

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REQ 10859 Questionnaire Report

STRAT LEAD - Executive Director

Prov Gov Employee Id	Full Name	Email	Phone	City	Questionnaire Passed	1-You are about to apply for a position with the BC Public Service. Have you updated your resume profile and/or cover letter to demonstrate how you meet the qualifications? If not, use the Employment Home button to back out of the process.	2-My highest level of completed education in Health Information, Business, Public Administration, Social Sciences or equivalent field is:	3-I have the following number of years of progressive experience with government in a leadership role:	4-Referring to my leadership experience in question 3 above, this involved leadership in the following areas (select all that apply):	5-I have experience working in privacy, information security and IM/IT policy:	6-I have experience dealing with both senior and selected officials:	7-I have experience in issues management:	8-I have experience working with the research community, as a researcher and government funder as well experience in applying research to government policy and practice:	9-I have experience managing the following types of projects (select all that apply):
					Yes	Yes, I confirm	Master's Degree	More than 10 years	Strategic program development and implementation Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
					No	Yes, I confirm	None of the above	More than 10 years	Strategic program development and implementation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
					No	Yes, I confirm	Bachelor's Degree	1-4 years	Strategic program development and implementation Research and program evaluation	No	Yes	Yes	Yes	Training projects Curriculum development projects
					No	Yes, I confirm	Master's Degree	1-4 years	None of the above	Yes	Yes	Yes	Yes	Training projects
					Yes	Yes, I confirm	Master's Degree	More than 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
					Yes	Yes, I confirm	Master's Degree	More than 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects

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REQ 10859 Summary of Applicants
STRAT LEAD - Executive Director

Applicant Name	BC Gov Employee Id	Address	City	Country	Email Address	Primary Phone Number	Applicant Type	Current BC Gov Job Title	Applicant Current Status	Applicant's Current Ministry
				CA			External			
				CA			External			
				CA			Internal			
				CA			External			
				CA			External			
				CA			External			
				CA			Internal			
				CA			External			
				CA			External			
				CA			External			
	S.22			CA		S.22	External		S.22	
				CA			External			
				CA			External			
				CA			Internal			
				CA			Internal			
				CA			External			
				CA			External			
				CA			External			
				CA			External			
				CA			External			
				CA			Internal			

Borg, Neva CITZ:EX

From: McCullough, Jennifer PSA:EX
Sent: Monday, June 11, 2012 3:00 PM
To: Amott, Rani J PSA:EX
Subject: REQ 10859 Executive Director JIT6

Dear Lindsay Kislock,

This is the time when you will be selecting your successful applicant and requesting the offer notification to be completed. Here are your next steps:

1. For included positions please provide me with your marking guide so we can calculate relatively equal and provide the salary.
2. Provide verbal offer to successful applicant.
3. Connect with the candidates that were interviewed to advise that they were not successful.
4. Fill out the Offer Regret form and send to your recruiter. This will give your recruiter the information required to send the formal offer and regret notifications which will be created and sent on your behalf.
5. Provide feedback to unsuccessful applicants as requested.
6. Complete the security clearance form. The applicant will find the link to the form in their offer letter.
7. Once the security clearance and the five day review period has been completed, then we can send the confirmation notification.

I will create the offer notification in the Recruitment System and you will find the directions on how to approve the offer on the help feature for managers.

As we have discussed before, the offer is an electronic transaction that verifies that you have offered your successful applicant the position. Once the applicant accepts the offer, this information is date/time stamped and is the final verification that an agreement has been reached. Best practices suggest that a welcome letter to the applicant is a nice gesture, but it is your decision if you want to send a welcome letter.

Getting Your New Employee Off to a Great Start

Once you have hired your new employee, here are a number of resources that can assist you with orienting and getting the employee off to a great start:

Welcome to the Public Service – a website to direct the employee to during their first few days. It includes:

- A list of new employee paperwork (this is provided to the employee with the confirmation document)
- Employee Handbook (Orientation to Public Service)
- New employee checklist to stay on track
- About Your Probation
- Information on Welcome to the Public Service Sessions and Oath of Office

- Professional Values of the BC Public Service
- Recommended Activities, Resources and web links

Probation Guidelines – Information for supervisors on managing the probation period.
Thank you and please do not hesitate to contact me if you have any questions.

Additional Information

5-day Review Period

Criminal Record Check (CRC)

Competition File Checklist

**Assistant Deputy Minister
Pharmaceutical Services Division
Victoria**

Ministry Overview

The Ministry of Health has overall responsibility for ensuring that quality, appropriate, cost effective and timely health services are available for all British Columbians. The British Columbia health system is one of our most valued social programs - virtually every person in the province will access some level of health care or health service during their lives.

The Ministry works with health authorities, health care providers, agencies and other organizations to guide and enhance the Province's health services to ensure that British Columbians are supported in their efforts to maintain and improve their health. The Ministry provides leadership, direction and support to health service delivery partners and sets province-wide goals, standards and expectations for health service delivery by health authorities. The Ministry enacts this leadership role through the development of social policy, legislation and professional regulation, through funding decisions, negotiations and bargaining, and through its accountability framework for health authorities and oversight of health professional regulatory bodies.

Program / Position

The mission of the Pharmaceutical Services Division (PSD) is to improve the health of British Columbians by advancing optimal drug therapy. In doing so, the division contributes to the Ministry's vision of a sustainable health system that supports people to stay healthy, and when they are sick provides high quality publicly funded health care services that meet their needs.

To promote the most effective use of prescription drugs, PSD consult with the public and stakeholders, educate doctors and patients about the best drug treatments, carefully select which drugs to cover, and make thoughtful decisions on how to distribute coverage.

Reporting to the Chief Operating Officer, the Assistant Deputy Minister (ADM), Pharmaceutical Services is responsible for the overall coordination and performance of the publicly funded pharmaceutical programs throughout the province.

The position leads a range of complex, multi-dimensional issues and develops programs designed to provide British Columbians with timely access to cost-effective and evidence-based drug therapy. Responsibilities includes: maintaining and strengthening patient-centred and evidence-based approaches to formulary management; maintaining and improving business practices to strengthen efficiencies and establish collaborative working relationships with stakeholders; developing policy that provides direction to PharmaCare program delivery and supports legislation; and managing a range of other significant initiatives to support the implementation of changes.

Accountabilities

The Assistant Deputy Minister:

- holds overall responsibility for the province's \$1B PharmaCare program;
- ensures access to safe, effective prescription drugs while managing pressures on expenditure growth
- oversees the province's drug approval process;
- negotiates and manages listing agreements that deliver cost effective drug therapies
- provides executive leadership and strategic advice on Ministry of Health pharmaceutical priorities;
- provides direction and leadership to strengthen patient-focused and evidence-based review processes and post-marketing surveillance. Oversees the development of evidence-based formulary management;
- provides expertise, leadership and innovation in development of a policy agenda for PharmaCare that is consistent with and contributes to overall Ministry strategic objectives;
- consults with key stakeholders to develop and implement improvements to program operations and policy;
- works with health authorities to coordinate pharmaceutical policies and formulary management across the province;
- provides briefings, expertise, advice and recommendations to the Minister, Deputy Minister, Associate Deputy Ministers, Cabinet, and Caucus Committees on proposed system changes;
- leads the development and implementation of a research agenda to manage, undertake and act on policy-relevant research;
- provides leadership to enable the implementation of major transformational projects and initiatives as arise from direction by government and Cabinet, or through recommendations included in major reports and reviews;
- participates as a full member of the Ministry's Executive Committee; and is responsible for the organizational health and stability within the division, including divisional service planning within the context of the Ministry strategic plan, and employee engagement and productivity.

2011/12 budget - \$1.153 Billion; FTEs - 105

Role Profile
Ministry of Health

Position Linkages

Minister, Deputy Minister, Associate Deputy Ministers: provide advice, recommendations and input on issues related to publicly funded pharmaceutical programs and practices

Cabinet and Caucus Committees: provides, as necessary, reporting, expertise, advice and recommendations

External Stakeholders: works with health sector external stakeholders including pharmacists, physicians, drug manufacturers, researchers, and counterparts in other jurisdictions

Ministry Executive Committee: works with colleague ADMs within the Ministry to support the successful achievement of Ministry strategic goals and objectives

Qualifications

Related university education or equivalent; leadership experience; excellent interpersonal skills and demonstrated ability to develop a strong collaborative relationship with stakeholders while clearly representing the interests of Government. Experience leading negotiations and in strategic business planning, project management and policy development. The ideal candidate will have experience in and knowledge of the health field and pharmaceutical sector.

Credibility; ability to develop and encourage innovative change; a record of developing people through coaching, managing performance and mentoring; demonstrated fiscal management and budget planning skills; ability to prepare and present complex issues to senior government officials and Ministers; ability to prioritize work in alignment with business goals and act in accordance with strategies, objectives, or goals; well developed analytical, conceptual and strategic management skills; excellent verbal and written communications skills to represent the Ministry in dealings with clients and the general public.

Competencies:

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

In **Stakeholder Relationships**, ADMs 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.

ADMs 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.

Role Profile

Ministry of Health

In **Leading People**, ADMs 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.

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Courage, Teamwork, Curiosity, Service, Passion, Accountability
Always with integrity

Ministry of Health

**Assistant Deputy Minister
Pharmaceutical Services**

Victoria

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For additional information on the Ministry of Health please visit:
<http://www.gov.bc.ca/health/index.html>

A role description and listing of qualifications and competencies are attached.

To express your interest in this opportunity, please submit application materials to Executive.Recruitment@gov.bc.ca by April 3, 2012. The appointee will be required to consent to a criminal record check. Thank you to all who express interest.

ADM, Medical Services & HRR / Pharmaceutical Services

Draft Interview Questions

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Assistant Deputy Minister
Medical Services Division and Health Human Resources
Victoria

Ministry Overview

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Position

Reporting to the Chief Operating Officer, the Assistant Deputy Minister (ADM) oversees the Medical Service Plan and is the primary point of contact between government, health authorities, and physician associations and professional organizations. The ADM provides the key linkage between the Ministry and health authorities for health human resource planning for physicians, nurses and allied healthcare professionals, and leads priority programs, initiatives and activities related to the provision of laboratory and diagnostic imaging services.

Program & Accountabilities

The ADM, Medical Services and Health Human Resources Division (MS&HHR) is required to develop and maintain effective working relationships with Health Authority CEOs and VPs and a significant number of stakeholder organizations (including but not limited to the BC Medical Association and the executive from 32 organized physician associations; supplementary and allied healthcare provider associations; the UBC Faculty of Medicine; Deans of colleges and universities delivering health education programs; and the executives of the various regulatory colleges) in order to effectively carry out the following accountabilities.

Specific accountabilities by program area include:

Medical Services Plan

- oversees the administration of the Medical Service Plan on behalf of the Medical Services Commission and liaises with Health Insurance BC in the operation of the Plan;

Role Profile

Ministry of Health

- oversees development and implementation of clinical practice guidelines through the Guidelines and Protocols Advisory Committee, a joint committee of the British Columbia Medical Association and the Ministry of Health

Physician and Healthcare Provider Services

- oversees and/or leads the negotiation of the Physician Master Agreement and other service agreements between Government, the BC Medical Association and supplementary benefits providers;
- implements and monitors the programs and services negotiated in the Physician Master Agreement and other physician services agreements; and provides direction and oversight to the joint committees established under such agreements;
- provides strategic direction to health authorities on physician issues, including disputes and services withdrawals

Laboratory, Diagnostic and Blood Services

- is responsible for laboratory and diagnostic imaging services funding and expenditure, utilization management, and the development of regulations, policy and clinical practice guidelines;
- represents BC on inter-provincial committees and working groups related to blood, organ and tissue donation and transplantation programs, and supports the Minister of Health in all aspects of the Minister's role as a corporate member of Canadian Blood Services

Primary Care Redesign

- as co-lead of the Integrated Primary and Community Care initiative, leads primary care transformation and related clinical practice guidelines and redesign;
- is responsible for the establishment of Divisions of Family Practice and the Attachment to a Family Physician initiatives, in collaboration with health authorities, the BCMA and other key stakeholders

Postgraduate Medical Education

- co-leads the Medical Human Resource Planning Task Force to ensure that undergraduate and postgraduate medical training programs are appropriately managed and supported;
- negotiates the funding formula and related agreements for the provision of distributed postgraduate medical education and works to ensure the integrated planning and financial oversight of medical education programs

Medical and Health Human Resources Planning

- represents BC on the Federal/Provincial/Territorial Advisory Committee on Health Delivery and Human Resources;
- chairs and leads the work of the provincial Health Human Resources Strategy Council to develop and implement a provincial Health-Sector Human Resources Plan, including enhancing educational preparation of healthcare providers for practice in rural and aboriginal communities;

Role Profile

Ministry of Health

- liaises with regulatory colleges on scope of practice, assessment, licensure, quality and safety issues related to medical and health professionals

The ADM, MS&HHR participates as a full member of the Ministry's Executive Committee and is responsible for the organizational health and stability within the division, including divisional service planning within the context of the Ministry strategic plan, and employee engagement and productivity.

2011/12 budget - \$4.121 billion; FTEs - 117

Position Linkages

Minister, Deputy Minister, Associate Deputy Ministers: provide expert advice and recommendations related to issues management, and program and policy development

Cabinet and Caucus Committees: provides, as necessary, reporting, expertise, advice and recommendations for subjects falling within the purview of the ADM, including physician and other health human resource negotiations

External Stakeholders: develops significant relationships with key ministry and health sector professional organizations including the BCMA, the College of Physicians and Surgeons, the College of Licensed Practical Nurses, the College of Midwives, the College of Pharmacists and many others

Provincial and Inter-jurisdictional committees and councils: represents BC on the Federal/Provincial/Territorial Advisory Committee on Health Delivery and Human Resources; chairs the provincial Health Human Resources Strategy Council; co-chairs the Medical Education Financial Stewardship Committee; represents the ministry on the BC Academic Health Council; various other high level, high profile councils

Ministry Executive Committee: works with colleague ADMs within the Ministry to support the successful achievement of Ministry strategic goals and objectives

Qualifications

Related university education or equivalent; excellent interpersonal skills and demonstrated ability to develop a strong collaborative relationship with stakeholders while clearly representing the interests of Government. Experience developing multi-party, complex agreements and leading negotiations; in a leadership role administering a high profile, multi-scope program; and in strategic business planning, project management and policy development. The ideal candidate will have experience in and knowledge of the health field.

Credibility; ability to develop and encourage innovative change; a record of developing people through coaching, managing performance and mentoring; demonstrated fiscal management and budget planning skills; a track record in positions demanding confidentiality and discretion; ability to prepare and present complex issues to senior government officials and Ministers; ability to prioritize work in alignment with business goals and act in accordance with strategies, objectives, or goals; well developed analytical, conceptual and strategic management skills;

Role Profile

Ministry of Health

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Ministry of Health

**Assistant Deputy Minister
Medical Services and Health Human Resources
Victoria**

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Mark McLeod response to FOI request PSA 2012-00200.

The subject ADM recruitments were posted at the same time – both closing in mid-April 2012. Once the two sets of responses were reviewed a decision was made that the two processes would effectively form a single selection exercise. In fact, we had a number of applicants who applied on both jobs.

ADM, Pharmaceutical Services:

Total applications – 29

15 applicants were reviewed by the assessment panel in relation to shortlisting

ADM, Medical Services and Health Human Resources:

Total applications – 27

13 applicants were reviewed by the assessment panel in relation to shortlisting

The 'assessment panel' was comprised of Graham Whitmarsh, DM, Ministry of Health and John Bethel, Associate DM, Ministry of Health. Mark McLeod, BCPSA was also in attendance for all of the selection activity (e.g. shortlisting discussions, in-person and telephone interviews).

For the most part the shortlisting exercise involves a candidate-by-candidate consideration of application materials.

Sheila Taylor, the previous incumbent of the MS&HHR role, was also present for the majority of interviews. The intent was to have her participate in all the selection activity associated with identifying her successor.

Following the initial assessment of the applicant response, 3 preliminary telephone interviews were scheduled – all external applicants. One of these 3 withdrew prior to the telephone interview. Of the 2 candidates interviewed by phone both proceeded to the next stage of the selection process.

Ultimately 6 candidates were brought forward to the 'formal' interview.

It is important to recognize that both these appointments are made pursuant to section 12 of the *Public Service Act*.

Having said this, the screening criteria are effectively contained within the role profiles. There were pre-set questions but the interviews do not necessarily wholly rely on these questions. There is no rating guide and there is no script for reference checks. References were conducted, and in both cases the form and content of the reference checks reflected the fact that both successful candidates were internal.

Both postings and role descriptions are attached.