



**TITLE: INFORMATION AND PRIVACY COORDINATOR  
18**

**CLASSIFICATION: ADMINISTRATIVE OFFICER**

**MINISTRY: CHILDREN & FAMILY DEVELOPMENT**

**WORK UNIT: EXECUTIVE OPERATIONS**

**SUPERVISOR TITLE: DIRECTOR, EXECUTIVE OPERATIONS**

**SUPERVISOR POSITION #: 00079947**

**CONTEXT:**

The Deputy Minister’s Office supports ministry executive operations through the strategic day-to-day management and coordination of corporate issues arising both within the provincial office and the Service Delivery Areas.

**JOB OVERVIEW**

The Information and Privacy Coordinator reports to the Director and serves as a critical linkage between the Deputy Minister’s office, Ministry staff and central agencies. The position is responsible for assigning requests within the ministry, liaising with the Minister’s office, tracking requests throughout the process and managing all FOI responses and sign-off packages for approval. This position provides leadership and guidance on the compliance of the Freedom of Information and Protection of Privacy Act and makes recommendations on the release of information and the protection of privacy.

The Information and Privacy Coordinator is also responsible for the coordination of correspondence, briefing notes, MLA requests, General FOI requests, Treasury Board and Cabinet Submissions. The position gathers, coordinates and prioritizes relevant information to ensure appropriate responses are prepared in a timely manner. Work is carried out in a high profile and fast paced environment where client relations, tact, diplomacy and short term planning are essential for smooth operation of the office.

**ACCOUNTABILITIES**

Required:

- Works closely with division and Minister’s office FOI contacts and Information Access Office (IAO) for a coordinated, streamlined approach to ensure responsive records are provided in a timely manner to meet legislated due dates for FOI requests.
- Reviews and analyzes incoming request to determine what division may hold records and routes for response accordingly, bringing attention to legislated due date.

Career Group:  
Administrative Services

Job Family:  
Administrative Support

Job Stream:

Role:  
Admin/Operational

Revised Date:  
June 2011

- Manages and organizes a large and varied scope of requests with competing priorities.
- Works closely with the Minister's office, under the guidance of the Director, Executive Operations, to provide advice, support and training on the FOI process, conducting searches and providing responsive records in a timely manner.
- Makes determinations to involve senior management and/or executive if there are any extraordinary issues that arise during the processing of a request.
- Interprets and applies FOIPPA and other regulations and makes recommendations to sever information, in accordance with statutory requirements, prior to returning information package to IAO.
- Determines the need to withhold and/or release information or records ensuring risks, legal and security issues to the author, applicant, third parties and/or the ministry are considered
- Discusses requests with executive or their associates to ensure requests are clearly understood and the FOI process is clearly understood.
- Discusses time extensions with ministry staff and IAO and negotiates accordingly.
- Provides planning, analytic and problem-solving guidance to clients on the effective management of information in all formats; responds to issues and queries on the creation, retention, retrieval and destruction of records and data.
- Examines all incoming requests to identify the issue and determine information needs and facilitates timely responses to information requests and assignments.
- Consults with subject matter experts and gathers information from various sources including ministry resource materials, internet and intranet searches, and Government websites.
- Solicits information, advice or assistance from other government ministries/agencies in preparing responses, and coordinates cross-government requests as appropriate.
- Edits responses prepared by other ministry staff to ensure that information is communicated in a way that is relevant, clearly presented, accurate, appropriate in language and tone for the audience, consistent with Ministry policy, reflects the provincial government's goals, adheres to government communications approaches, and represents Minister's/Deputy Minister's message intent; updates logs on CLIFF; receives, tracks and redirects assignments.
- Ensures that Ministry responses address issues identified in incoming requests and are clear, concise and that messaging is consistent.
- Assists in the coordination of ministry estimates process and fact book updates - assigning tasks, tracking, and following up as required.
- Coordinates multiple ADM approvals for briefing materials as well as assembles briefing packages for ADM's, DM and Minister.
- Serves as the Minister's Office main point of contact for the coordination and scheduling staff attendance at Minister briefings.
- Maintains statistics on all Executive Operations assignments including the management of Executive Operations Tracking documents and the ministry's corporate calendar.
- Provides training to other Administrative Support in the ministry in all matters regarding the formatting and flow of various types of ministry assignments keeping them apprised of any changes and updates.
- Develops and implements internal processes to ensure appropriate records are maintained and documents are handled with complete confidentiality.
- Performs other related duties as required and related to the work of Executive Operations.

Career Group:	Job Family:	Job Stream:	Role:	Revised Date:
Administrative Services	Administrative Support		Admin/Operational	June 2011

## JOB REQUIREMENTS

- Secondary school graduation or equivalent and 3 years experience that demonstrates a strong privacy skill set; **OR**
- Certificate or Diploma in Social Sciences, Law, Business Administration, Public Administration, Information Management, Communications or other directly related discipline and 18 months experience that demonstrates a strong privacy skill set; **OR**
- Post-secondary degree in Social Sciences, Law, Business Administration, Public Administration, Information Management, Communications or other directly related discipline and 6 months experience that demonstrates a strong privacy skill set; **OR**
- An equivalent combination of education / training and experience may be considered.
- Proficient experience with Microsoft Office computer applications, including Word, Excel and Outlook.
- A minimum of 12 months experience using CLIFF correspondence tracking system in a high-volume environment.
- Experience reviewing and proofing briefing notes and executive level documents. Preference may be given to applicants who have at least 1 year of experience in this area.
- Preference may be given to applicants who have experience working in, or closely with, an Executive level office.
- Preference may be given to applicants with 6 months or more experience interpreting and applying legislation

## BEHAVIOURAL COMPETENCIES

- **Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.
- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

Career Group:

Administrative Services

Job Family:

Administrative Support

Job Stream:

Role:

Admin/Operational

Revised Date:

June 2011

**TITLE: DIRECTOR, INFORMATION POLICY**

**CLASSIFICATION: BAND 4**

## **JOB OVERVIEW**

The Director is responsible for providing strategic direction and policy and practice direction on information management generally and on records management and disclosure specifically. The Director is also responsible for leading an operational unit that provides centralized search, retrieval, production, and disclosure services of personal records responsive to a variety of access requests under various legislative authorities and information sharing agreements. The work of the Information Policy unit spans the ministry's six service delivery areas (early childhood development, children and youth with support needs, child and youth mental health services, child welfare and protection, guardianship and adoptions, and youth justice) and all ministry support areas including quality assurance and finance.

## **ACCOUNTABILITIES**

- Directs an operational work unit that provides centralized search, retrieval, production, and disclosure services of personal records responsive to a variety of access requests (Freedom of Information, Public Guardian and Trustee, Legal Services, Police, Adoptions, etc.).
- In partnership with Government Records Services at the Ministry of Citizens' Services, develop and provides records management leadership and guidance to ministry staff, Delegated Aboriginal Agency staff and contracted service providers in the management of province records
- In partnership with Information Access Operations at the Ministry of Citizens' Services address legislative obligations related to access under the *Freedom of Information and Protection of Privacy Act*.
- Lead significant information management related projects (for example, the development of contract language revisions related to information management in residential and non-residential contracts and delegation enabling agreements, implementation of Enterprise Document Records Management System)
- Lead the development of information management policy within the Ministry that builds on cross-government direction but addresses the specific requirements of legislation affecting ministry practice including the *Adoptions Act*, *Child Family and Community Services*, and *Youth Criminal Justice Act* (federal).
- Establish and maintain working relationships with business areas across the ministry and with external parties such as the Coroner's Office, Public Guardian and Trustee, Director's Counsel, and Attorney General, developing and negotiating formal agreements as required to reflect agreed to service expectations
- Liaise with various stakeholders (Aboriginal agencies, service providers, central government) to address information management issues
- Partners with business areas in the development of information policy and records management direction
- Directs professional and administrative staff and manage unit budget
- Serves as a member of the branch's leadership team and acts for the Executive Director as required.

## JOB REQUIREMENTS

### EDUCATION AND EXPERIENCE:

- Completion of a degree in a related discipline (e.g. social science, public administration, or law) or equivalent combination of education and experience. Equivalency is a diploma or certification in a related discipline (public administration, records management, information management, privacy) plus 5 or more years of progressive experience in one of the following (policy development, records management, privacy, information management, access and disclosure).
- Minimum three years of experience progressive experience in one of the following (policy development, records management, privacy, information management, access and disclosure).
- Experience collaborating with partners and stakeholders to accomplish significant change.
- Minimum two years experience managing staff or project teams.
- Minimum two years experience in policy development.
- Significant experience with stakeholder/partner engagement with multiple internal and external sources.

### PROVISO

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

### BEHAVIOURAL COMPETENCIES

- **Strategic Orientation** is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.
- **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.
- **Designing Strategy and Structure** involves knowledge and skills in the analysis of the environment, size of the organization, strategy and use of technology
- **Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.
- **Partners with Stakeholders** is the desire to work cooperatively with all stakeholders to meet mutual goals. It involves awareness that a relationship based on trust is the foundation for success in delivering results.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organizations mandate.

- **Holding People Accountable** involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies etc. accountable for results.

#### **INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES**

- **Self-Discovery and Awareness** means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.

**TITLE:** *RECORDS ADVISOR*

**CLASSIFICATION:** CLK15

**CONTEXT:**

The position supports the delivery of Ministry programs by providing subject matter expert information management advice to field and provincial offices, Delegated Aboriginal Agencies and contracted service providers.

The focus of the work is the analysis and interpretation of legislation, regulations, policies, and directives related to information management, as well as guiding large scale implementations of applications and information schedules, information management practice reviews, and other records or information management project support to MCFD clients.

Provides expert interpretation on a variety of operational issues involving the management of information, specifically information schedule disposition, including destruction. The position enables clients to meet their legislative requirements under the Information Management Act.

Applies business and records management knowledge to process materials that are extremely confidential, and often of a disturbing and/or graphic nature (including photographs); that may include material and images related to physical and /or sexual abuse of children.

The work is highly detailed and requires strong proof reading and sequencing skills, accuracy and the ability to concentrate for long periods of time.

This position reports to *the Senior Policy Analyst, Information Policy*.

**JOB OVERVIEW:**

To ensure that records classification, retention and disposal are carried out in accordance with the *Information Management Act* and other related policies and procedures; and to provide expert advice, support, guidance and training to staff for information management practices and standards for manual and automated records. Subject matter expert for ministry ORCS and provides direction on complex records management queries. This includes to safeguard client information, ensuring assets are managed effectively in accordance with their determined value and to promote information management and record-keeping practices which ensure the availability, integrity, and accuracy of recorded information.

**ACCOUNTABILITIES:**

- Provides government wide information management interpretation, advisory and processing services to a cluster of client groups in the public service, including providing relevant and useful advice to clients on the Information Management Act, Core Policy, Appropriate Use Policy, and other related legislation and policy, to all levels of government up to the Deputy Minister and/or Minister level.
- Specialized interpretation & application of legislation, schedules, policy, and/or CRO Directives
- Determines and provide solutions for ministries which can be implemented by referring and interpreting legislation, policy, procedure, or best practice perspectives.

- Applies business and records management knowledge to contribute to and assist in the development and review of Operational Records Classification Systems (ORCS) and/or other classification, retention systems in accordance with legislative and client requirements.
- Works with clients in implementing IM processes, systems, and change management, and works directly with clients in completing compliance reviews including participating in or leading working groups with clients to resolve issues
- Conducts risk analysis and compliance and technical reviews, regarding the management, classification and security of records and recommends changes, including analysis, advice and resolution of complex record scheduling scenarios
- Recommends to client ministries executives, measures to improve efficiency and cost effectiveness of client storage costs (data and physical)
- Makes recommendations for approval of the destruction of information through interpretation of information schedules, the IMA and the legislations of the client ministry.
- Develops and reviews ministry records management policies and procedures to ensure compliance with legislation and existing policies and processes.
- Provides records management expertise for information management systems projects to ensure the identification, organization, retrieval and maintenance of information resources.
- Coordinates application, evaluation and implementation of recorded information management schedules.
- Analyzes operational needs and determines retention and disposition requirements to cover new operational activities or programs.
- Recommends changes to records classification systems resulting from program changes.
- Custodial contact for ministry historical and/or legacy records.
- Provides advice, guidance and direction to ministry offices, contractors, management and executive on the management of the Province's records and processes and complex classification questions.
- Explains governing records management policies and procedures to ensure compliance and resolves filing problems, errors and issues.
- Manages central records management mailbox for ministry.
- Creates, consolidates, verifies completeness and prepares records for storage and destruction, ensuring that policy and procedures have been followed.
- Reviews applications from client business units for offsiteing and the destruction of information, ensuring that legislation, policies and procedures have been followed.
- Identifies and classifies files by function, subject and property and integrates into filing systems and databases for a large, complex and highly confidential client base.
- Search and retrieve a range of files in a variety of media through complex case management systems (ICM, MIS, CORNET, Adoptions Management System) including microfiche, microfilm and non-registered historical and legacy records preceding the ministry.
- Creates, modifies and maintains new and historical records, including taking efforts to improve the quality of the physical and digital records.
- Develops and delivers information management training to ministry staff and Delegated Aboriginal Agencies on establishing and maintaining records management systems.

- Develops and maintains user manuals for records management practices and processes.
- Maintains inventory lists and related access authorization documentation for records in offsite storage facilities.
- Develops regular and ad-hoc systems reports on ministry records management statistics.
- Liaises with Government Records Services, Ministry offices, CLBC, Delegated Aboriginal Agencies and contracted service providers.
- Maintains the Accession Administration Table in ICM, including registry of new accessions and cancellation of expired accessions.
- Provides support and advice for electronic information management systems (MIS, ICM and CORNET) by recommending improvements such as new fields, scheduling systems maintenance or assisting with the design and coordination of user acceptance testing.
- This position may require occasional travel.

#### **JOB REQUIREMENTS:**

- Certificate or diploma in field related to information management (archival studies, library science, information sciences, CRM designation), or equivalent combination of education and experience.
- Minimum of 1 year interpreting and applying legislation, and policies, including providing advice on legislation to clients and staff
- Experience providing information management support and advice to a large public sector organization or equivalent.
- Preference will be given to those with experience using case management systems such as EDRMS, CRMS, ICM, MIS and CORNET.
- Preference will be given to those with experience developing and delivering information and records management training.
- Knowledge of legislation, policies and procedures related to the collection, use and disclosure of information.
- Experience in providing clear communications (including both oral and written)
- Experience with Excel, Word, Outlook, SharePoint, and the MS Suite of applications
- Experience working on large project and implementations of new processes, including those that require some component of change management
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position.**)

#### **COMPETENCIES:**

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

- **Teamwork and Cooperation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Decisive Insight** combines the ability to draw on one's own experience, knowledge and training and effectively problem-solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into identifying underlying issues and making the best decisions at the most appropriate time. At higher levels, the parameters upon which to base the decision become increasingly complex and ambiguous and call upon novel ways to think through issues.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Change Management** is the ability to support a change initiative that has been mandated within the organization. It involves helping the organization's members understand what the change means to them and providing the ongoing guidance and support that will maintain enthusiasm and commitment to the change process. People with this competency willingly embrace and champion change. They take advantage of every opportunity to explain their vision of the future to others and gain their buy-in.
- **Relationship Building** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.

**TITLE: RECORDS TECHNICIAN**

**CLASSIFICATION: CLK 11**

**CONTEXT:**

The position supports the delivery of Ministry programs by providing records management support and advice to field and provincial offices, Delegated Aboriginal Agencies and contracted service providers.

The material processed is extremely confidential, and often of a disturbing and/or graphic nature (including photographs); that may include material and images related to physical and /or sexual abuse of children.

The work is highly detailed and requires strong proof reading and sequencing skills, accuracy and the ability to concentrate for long periods of time.

This position reports to the Assistant Manager, Disclosure and Document Management.

**JOB OVERVIEW:**

Provides records management support and guidance records classification, retention and disposal processes carried out in accordance with the *Information Management Act* and other related policies and procedures; provides direction on records management queries and to provide administrative support to the unit.

**ACCOUNTABILITIES:**

- Provides support and advice to business units on the creation, retention, retrieval and destruction of records in all formats.
- Explains governing records management policies and procedures to ensure compliance and resolves filing problems, errors and issues.
- Creates, consolidates, verifies completeness of files and prepares records for storage and destruction, ensuring that policy and procedures have been followed.
- Identifies and classifies files by function, subject and property and integrates into filing systems and databases for a large, complex and highly confidential client base.
- Custodial contact for ministry historical and/or legacy records.
- Assists in the coordination application, evaluation and implementation of recorded information management schedules.
- Accesses a range of physical files and case management systems to conduct complex searches to identify and locate information and records.
- Assists in the delivery of records management training to ministry staff and Delegated Aboriginal Agencies.
- Maintains inventory lists and related access authorization documentation for records in offsite storage facilities.
- Enters information on requests, status, and tracking of record requests using the ministry Records Request Tracking system.
- Prepares regular and ad-hoc systems reports on ministry records management statistics.

- Responds to inter-ministry information requests for legacy or historical files.
- Completes file preparation for incoming requests, verifies files to be ordered, reviews files and tags for non-complex information where needed.
- Responds to queries from the central records management mailbox for ministry.
- Assists with office projects as required.

#### **JOB REQUIREMENTS:**

- Secondary school graduation or equivalent.
- Experience providing information management support to a large public sector organization or equivalent.
- Knowledge of legislation, policies and procedures related to the collection, use and disclosure of information.
- Must be able to lift heavy boxes (up to 50lbs)
- Must handle old, dusty and often disturbing, highly confidential and sensitive materials.
- Desktop self-sufficiency (standard office software, email and calendar systems)
- Must be able to sit for long periods of time therefore, frequently stretching and attention to ergonomic health is a high priority.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

#### **COMPETENCIES:**

- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Teamwork and Cooperation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.



**TITLE:** SENIOR POLICY ANALYST

**CLASSIFICATION:** POLICY ANALYST (INFORMATION) 27

**MINISTRY:** CHILDREN AND FAMILY DEVELOPMENT

**WORK UNIT:** ANALYTICS OFFICE

**SUPERVISOR TITLE:** DIRECTOR, INFORMATION POLICY AND DISCLOSURE

**SUPERVISOR POSITION #:** 098519

**JOB OVERVIEW**

*To coordinate and lead the research, analysis, development and implementation of strategic policies and operational policies for MCFD in support of the ministry’s privacy management and accountability program and information management including records management and the implementation of the Information Management Act for the ministry, delegated Aboriginal agencies, service providers and partners.*

**ACCOUNTABILITIES**

Required:

- Analyzes and identifies social, economic, legal and political issues associated with information management and privacy objectives, assesses competing and/or conflicting priorities, identifies risks and issues, and recommends strategic policy alternatives or significant changes to information policy and privacy program operations or service delivery.
- Develops policy frameworks for the translation of government’s strategic priorities into viable policy and program changes.
- Provides advice and recommendations on legislation, policy and programs to senior management, ministry executive and government officials.
- Develops processes and participates in stakeholder consultations for defining program policies or priorities, identifying stakeholder preferences and reconciling conflicts.
- Analyze new legislation and program proposals to assess the impact of information access and privacy issues.
- Leads policy review teams of ministry and stakeholder specialists for the analysis and impacts of FOIPPA, PIPPA and other program policy or legislation on information management and privacy
- Conducts issues management by identifying emerging policy issues of major significance and advising senior executive and the Minister and preparing recommendations for response that reflect overall ministry policy and government direction.
- Conducts detailed cost-benefit analyses in areas that could lead to significant financial commitments.

<b>Career Group:</b> Policy & Research	<b>Job Family:</b> Policy	<b>Job Stream:</b>	<b>Role:</b> Professional	<b>Revised Date:</b> March 2022
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- Researches, develops and writes regulations, technical guides, publications, presentations, legislative summaries, briefing notes and Cabinet Submissions, Treasury Board Submissions, Requests for Legislation and public discussion papers.
- Represents the ministry on intra and inter-ministry working committees formed to develop strategic policy concepts and supporting documentation.
- Leads the development and implementation of plans for the implementation of policy including change management, communications and training.
- Acts for the Director

## JOB REQUIREMENTS

### Education and Experience

- Degree in public administration, business administration, economics, social sciences, or a related field and \*related experience; **OR**
- An equivalent combination of education, training, and/or experience may be considered.

### **\*Related experience must include a minimum of three (3) years in EACH of the following:**

- Experience in the development, implementation and / or evaluation of policies and programs.
- Experience in planning, coordinating and leading complex projects/assignments.
- Experience in concisely and persuasively writing a range of documents, including briefing notes, reports and presentations.
- Experience providing both written and verbal advice/recommendations to senior management, ministry executive and government officials.
- Experience with stakeholder engagement and relationship building.

### **Preference may be given to applicants with one (1) or more of the following:**

- Policy or project experience related to information management (e.g., records management, information access, privacy, security).
- Experience developing and implementing change, communications, and engagement strategies.
- Experience with ministry mandate, service plan, legislation, programs, and initiatives.

## SECURITY SCREENING

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

## BEHAVIOURAL COMPETENCIES

- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and

Career Group:

Policy & Research

Job Family:

Policy

Job Stream:

Role:

Professional

Revised Date:

March 2022

compare the various aspects of a problem or situation and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.
- **Innovation** indicates an effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization.
- **Teamwork and cooperation** is the ability to work cooperatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views
- **Building Partnerships with Stakeholders** is the ability to build long-term or on-going relationships with stakeholders (e.g., someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasing complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

## INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Cultural agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.