

**JOB PROFILE: Executive Director, Confidence and Supply Agreement Secretariat,
Government Communications and Public Engagement, Ministry of Finance**

Duties:

- Organize and facilitate government's consultations with the Green Party Caucus as contemplated by the Confidence and Supply Agreement between the New Democratic Party Caucus and BC Green Party Caucus.
- Establish the methods through which government will conduct the Consultations with the BC Green Party Caucus, including but not limited to a Confidence and Supply Agreement Consultation Committee (the "Committee").
- Be responsible for the establishment, and possible future amendments, of the Terms of Reference and Procedures for the Committee.
- Provide secretariat support to the Committee, including preparing agendas, coordinating and facilitating meetings, and preparing meeting summaries.
- Receive and process requests for consultation on specific policy issues or initiatives from the Green Party Caucus.
- Receive, process and coordinate requests for information related to policy issues or initiatives upon which the government has agreed to consult.
- Coordinate follow up from the consultation process.
- Develop and maintain a tracking system for policy issues and initiatives under consultation.
- Serve as the primary point of contact for government employees who have questions regarding the Consultations.
- Develop internal government protocols related to the Consultations.
- Ensure that individuals involved in consultation understand Government regulations, policies and protocols regarding Cabinet confidentiality, solicitor-client privilege, Freedom of Information and Protection of Privacy, budget consultation protocols and other regulations and policies that may apply.
 - Compile guidance, protocols, and confidentiality agreements as appropriate and provide to consultation participants;
 - Coordinate preparation, signing and filing of any required confidentiality agreements.
- Facilitate consultation between government and Green Party Caucus communications staff on external communication as recommended by the Committee.
- Ensure records management meets requirements of the Freedom of Information and Protection of Privacy Act and the Information Management Act.

JOB PROFILE:**Senior Analyst, Policy and Consultation, Confidence and Supply Agreement Secretariat**

Duties: Reporting to the Executive Director, Confidence and Supply Agreement Secretariat:

- Assist the Executive Director to coordinate implementation of all aspects of the CASA.
- Proactively contact, and respond to queries from, ministry staff regarding CASA consultation requirements in relation to ministry initiatives.
- Maintain regular contact with the Priorities and Accountability Office, Office of the Premier, on strategic policies under Government consideration and related CASA consultation requirements.
- Review Government policy documents as needed to identify related CASA consultation requirements.
- Review Government's events calendar on a weekly basis to proactively identify policy initiatives that may require consultation per the CASA.
- Support bi-weekly Consultation Committee meetings between Government and the BC Green Caucus, including assistance with scheduling and follow-up.
- Assist in scheduling consultation meetings involving any of: BC Green Caucus and/or their staff, Ministers' offices, senior Ministry staff, Premier's office staff.
- Assist in tracking consultations on CASA policy initiatives.
- Assist in the administration and filing of confidentiality undertakings.
- Ensure records provided to or created by the CASA Secretariat are managed according to *FOIPPA* and the *Information Management Act*.
- Support the Executive Director in creating and modifying protocols related to CASA implementation, for use by ministries, the Premiers' Office, Cabinet Operations, Government Communications and Public Engagement (GCPE), and other Government offices, with the goal of establishing best practices guidance for CASA consultations.

Skills, abilities and knowledge:

Understanding of the content of the 2017 Confidence and Supply Agreement, and understanding of the means by which the Agreement will be implemented

Knowledge of government processes including the development of legislation and regulations, and Cabinet and Treasury Board submissions

Understanding of the functioning of the legislature

Experience working with senior ministry staff and working across ministries

Demonstrated understanding of *FOIPPA* and the *Information Management Act*

Strong verbal and written communication skills

Excellent tact, diplomacy, judgement and interpersonal skills