

### **DRAFT DIRECTOR OF OPERATIONS JOB DESCRIPTION**

<b>JOB TITLE</b>	Director of Operations		
<b>DEPARTMENT/OFFICE</b>	Office of the Premier		
<b>REPORTS TO</b>	Chief of Staff		
<b>CLASSIFICATION</b>		<b>BAND</b>	5
<b>DATE APPROVED</b>		<b>REVIEW DATE</b>	Yearly

#### **Position Summary:**

Reporting to the Chief of Staff to the Premier, the Director of Operations serves to manage the operations of the Premier's schedule, correspondence and staff within the West Annex. They ensure that the overall priorities, direction and objectives of the Premier's office are in line with the day-to-day calendar of the Premier, Cabinet and Caucus.

The position requires leadership and sound judgement in identifying issues that require action, recommendations and resolution. The position requires attention to detail and an ability to work under tight deadlines while balancing priorities. The person who holds this role must have the ability to influence and exemplify the characteristics of teamwork, ethics, diplomacy, tact and discretion, to ensure public trust and confidence.

#### **Accountabilities/Responsibilities:**

The specific accountabilities and responsibilities for this position will be determined by the Chief of Staff to the Premier and may include, but not be limited to the following:

- Works with the Chief of Staff and the Director of Communications to ensure that announcements and events that impact the Premier are thoughtfully and strategically operationalized
- Provides support and direction to the Director of Event Services on the Premier's tour schedule and special events
- Liaises with the Premier's Protection Detail
- Briefs the Premier, Ministers and event dignitaries on the parameters, logistics and protocol requirements of each event, as required.
- Travels with the Premier to meetings and events, as required
- Responsible for the operations of the Premier's Victoria office including the ongoing review of staff
- Works closely with the scheduling branch to oversee the Premier's day to day movements
- Works closely and oversees the correspondence branch, ensuring that they are adhering to the guidelines as set out by the Communications Director
- Completes projects as requested by the Chief of Staff

### **Qualifications**

A combination of relevant education and experience demonstrating the following:

- Interest in and knowledge of party platforms and policies
- Analytical problem solving and strategic planning
- Ability to comprehend complex regulations and procedures
- Thorough attention to detail and adherence to timelines
- Excellent oral and written communication skills
- Ability to lead and learn through inquiry, respect and openness
- Ability to balance multiple competing demands on resources and time
- Ability to maintain the integrity of confidential information
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- Ability to establish positive, productive working relationships

### **Contacts and Relationships**

The Director of Operations, under the direction of the Chief of Staff and as part of the Premier's Office team, interacts with GCPE staff, MLA's, Caucus Staff and Cabinet to provide advice and monitor issues, policy and emerging events, and clarify direction from the Premier's Office.

The Director of Operations also works closely with both the Scheduling and Correspondence Branch to ensure that the Premier's vision, objectives and communications are coordinated in a strategic, efficient and political way.

### **Confidentiality**

As an Order in Council appointee, the Director of Operations must conduct him/herself in a manner that maintains and enhances the public's trust and confidence in the public service and are accountable for upholding the Standards of Conduct for Political Staff.

The Director of Operations, must at all times, maintain the confidentiality of highly sensitive information and materials both written and verbal.

### **Working Conditions**

Work will be performed in an office environment. Meetings with stakeholders and partner groups may be held in offices outside government buildings. Must respond to emerging and changing priorities and

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## Wong, Tamarra PREM:EX

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**From:** Van Meer-Mass, Kate PREM:EX  
**Sent:** Monday, September 25, 2017 12:38 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Cc:** Wong, Tamarra PREM:EX  
**Subject:** FW: Emailing: Draft Chief of Staff Job Description, Draft Deputy Director of Communications Job Description, Draft Director of Communications Job Description, Draft Director of Liaison and Coordination Job Description, Draft Director of Operations Job Des

**Attachments:** Draft Chief of Staff Job Description.docx; Draft Deputy Director of Communications Job Description.docx; Draft Director of Communications Job Description.docx; Draft Director of Liaison and Coordination Job Description.docx; Draft Director of Operations Job Description.docx; Draft Director of Stakeholder Relations Job Description.docx; Draft Executive Assistant to the Premier Job Description.docx; Draft Executive Coordinator to the Chief of Staff Job Description.docx; Draft Executive Coordinator to the Premier Job Description.docx; Draft Executive Director of Vancouver Cabinet Office Job Description.docx; Draft Press Secretary Job Description.docx; Special Advisor Job Description August 31, 2017.docx

Hi Elizabeth,

When you have time this week can you add the following lines with the job title onto the end of each of the attached documents and send to Tamarra? Thanks!

Kate

### Confidentiality

As an Order in Council appointee, the (Job Title) must conduct him/herself in a manner that maintains and enhances the public's trust and confidence in the public service and are accountable for upholding the Standards of Conduct for Political Staff.

The (Job Title), must at all times, maintain the confidentiality of highly sensitive information and materials both written and verbal.

-----Original Message-----

**From:** Van Meer-Mass, Kate PREM:EX  
**Sent:** Wednesday, September 20, 2017 9:40 AM  
**To:** Clark, Layne PREM:EX; Cavanagh, Judy PREM:EX  
**Cc:** Wong, Tamarra PREM:EX  
**Subject:** Emailing: Draft Chief of Staff Job Description, Draft Deputy Director of Communications Job Description, Draft Director of Communications Job Description, Draft Director of Liaison and Coordination Job Description, Draft Director of Operations Job Descrip

Morning all,

Attached are the clean copies of the job descriptions I will be giving to Geoff today for review. These have all been updated based on Judy's and I's conversations. The second round of descriptions will go to Geoff post UBCM.

Kate

Your message is ready to be sent with the following file or link attachments:

Draft Chief of Staff Job Description

Draft Deputy Director of Communications Job Description Draft Director of Communications Job Description Draft Director of Liaison and Coordination Job Description Draft Director of Operations Job Description Draft Director of Stakeholder Relations Job Description Draft Executive Assistant to the Premier Job Description Draft Executive Coordinator to the Chief of Staff Job Description Draft Executive Coordinator to the Premier Job Description Draft Executive Director of Vancouver Cabinet Office Job Description Draft Press Secretary Job Description Special Advisor Job Description August 31, 2017

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

## Wong, Tamarra PREM:EX

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**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Thursday, September 28, 2017 5:30 PM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** Draft Job Descriptions  
**Attachments:** Draft Chief of Staff Job Description.docx; Draft Deputy Director of Communications Job Description.docx; Draft Director of Communications Job Description.docx; Draft Director of Liaison and Coordination Job Description.docx; Draft Director of Operations Job Description.docx; Draft Director of Stakeholder Relations Job Description.docx; Draft Executive Assistant to the Premier Job Description.docx; Draft Executive Coordinator to the Chief of Staff Job Description.docx; Draft Executive Director of Vancouver Cabinet Office Job Description.docx; Draft Press Secretary Job Description.docx; Special Advisor Job Description August 31 2017.docx; Draft Executive Coordinator to the Premier Job Description.docx

Hi Tamarra,

Attached are the draft Job Descriptions as per Kate.

Thanks,



*Elizabeth Parkinson*

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)



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PERSONAL AND CONFIDENTIAL

July 19, 2017

Kate Van Meer Mass  
(hand delivered)

Dear Kate:

As your supervisor, I am pleased to confirm your appointment as Director of Operations, Office of the Premier as specified in the appointment Order in Council, effective July 18, 2017.

Your salary will be \$125,000 per annum. This salary represents the Band 5 classification of the Salary Range Regulation (OIC 219/2017). The terms and conditions of your employment are equivalent to those established for category C appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees>. Please take some time to familiarize yourself with them. If you have any questions, please contact Dawn-Lynn Phillips ([Dawn-Lynn.Phillips@gov.bc.ca](mailto:Dawn-Lynn.Phillips@gov.bc.ca)), BC Public Service Agency.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. This offer of employment is subject to a satisfactory outcome of this criminal record check that is currently being processed.

As an Order in Council appointee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the government. Please ensure you are familiar with the Standards of Conduct for Political Staff, a copy of which is attached. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment.

Once you have signed this letter indicating your acceptance, please scan and email to Dawn-Lynn Phillips.

Lastly, I want to extend my best wishes for your success in this role.


Yours truly,



Geoff Meggs  
Chief of Staff  
Office of the Premier

pc: Dawn-Lynn Phillips, BC Public Service Agency

I have read and accept the terms and conditions of this appointment.



Kate Van Meer Mass

2017-07-24

Date

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