

TITLE: DIRECTOR, SECURITY SCREENING**CLASSIFICATION: BUSINESS LEADERSHIP****CONTEXT**

The Ministry of Public Safety and Solicitor General is responsible for ensuring the security and economic viability of British Columbia's communities through effective policing, corrections, protective and regulatory programs. Under the Ministry of Public Safety and Solicitor General umbrella, the Policing and Security Programs Branch superintends law enforcement and other security programs in the province.

The Security Programs Division provides statutorily governed public safety programs such as: Cannabis Security Screening, Criminal Records Review (CRR) Program, Security Services Act (SSA) Program, and non-statutorily governed programs such as the Protection Order Registry (POR) and the Personnel Security Screening Office (PSSO).

JOB OVERVIEW

Reporting to the Executive Director, Security Programs Division, the Director is accountable and responsible for the leadership, management and administration of the Cannabis Security Screening Program, Criminal Records Review Program, the Personnel Security Screening Office and the "Outside the Act" program. This includes leading the development of long-term strategies for these programs such as Vulnerable Sector Check processes, outreach initiatives, and system enhancements, as well as stakeholder relations, liaising with legal counsel and issues management.

The position is delegated as the Deputy Registrar, Criminal Records Review Act (CRRA), which is the statutory decision maker responsible for determining whether employees, governing body registrants and volunteers covered by the CRRA present a risk of physical, financial or sexual harm to children and/or vulnerable adults. Approximately 200,000 checks per year are processed through the Criminal Records Review Program, with those with a criminal record requiring adjudication or risk assessment through the Risk Assessment Team.

The Director is also delegated as the alternate Deputy Registrar, Security Services Act, which is the statutory decision maker responsible for determining whether applicants are suitable to hold security worker licenses, taking into consideration their education, training, criminal behavior, conduct, behavior, and character and repute.

The Director is also delegated as the Deputy Security Manager of Cannabis Security Screening, and determines whether a business entity or worker applicant is suitable for licensing based on criminal record information.

ACCOUNTABILITIES

Required:

- Delegated as the Deputy Registrar, CRRA, responsible for determining whether employees, governing body registrants and volunteers covered by the Criminal Records Review Act present a risk of physical, financial or sexual harm to children and/or vulnerable adults. Drafting detailed reasons for risk determinations, capable of withholding scrutiny.
- As Deputy Registrar CRRA, the position must work closely with a wide range of employer organizations, unions, nonprofit agencies, governing bodies of professions, contracted agencies, employee associations and provincial ministries. The position consults and works with these agencies respecting proposed changes to the CRRA, its regulations and policies.
- Delegated as the Deputy Registrar of the SSA, oversees the regulation of the security industry, including armoured car services, alarm services, locksmiths, private investigator, security consultants, security

Career Group:

Administrative Services

Job Family:

Program Admin. & Mgt.

Job Stream:**Role:**

Management

Revised:

July 2010

patrol businesses, and their employees, establishment of educational, training, ethical and performance standards, and a rigorous enforcement program.

- As the Deputy Registrar under the SSA, conducts quasi-judicial hearings to determine suitability for licensing, whether or not penalties should be imposed on SSA licensees as a result of violations, and prepares the government's presentation, conducts examinations, and provides evidence at appeal hearings and in Provincial Court.
- Responsible for all aspects of the PSSO and the "Outside the Act" program, including drafting Letter of Agreements, negotiating and implementing processes for new enhanced security screening and "Outside the Act" clients, and adjudication of results. Includes working with the Public Service Agency and senior Ministry representatives on approving and providing enhanced security screening for those positions that require more in-depth reviews.
- Develops and implements processes and long term strategies for the Cannabis Security Screening Program, CRRP, the PSSO and the Outside the Act program including leading the development of long-term strategies for these programs such as Vulnerable Sector Check processes, outreach initiatives, and system enhancements, as well as stakeholder relations, liaising with legal counsel and issues management.
- Delegated as the Deputy Security Manager of Cannabis Security Screening, determines whether a business entity or worker applicant is suitable for licensing based on criminal record information.
- As the Deputy Security Manager under the Cannabis Control and Licensing Act (CCLA), the position must work closely with the Liquor and Cannabis Regulation Branch (LCRB). The position consults and works with LCRB respecting proposed changes to the CCLA, its regulations and policies.
- Supervises staff including assignment of work, development and evaluation of performance plans, approval of leave; has delegated authority to respond at Step 2 of the grievance process, suspend employees and recommend termination.
- Ensures that Risk Assessment guidelines and procedures are current, to ensure consistent and high quality risk assessments that are defensible from a legislative and administrative justice perspective.
- Provides technical guidance to Risk Assessment staff regarding complex cases to ensure that relevant investigative techniques are used, and all reports are completed in a high quality manner, with consistency among investigators.
- Ensures that risk assessment files are assigned and processed in a timely, efficient and equitable manner, in order to meet service standards and avoid or minimize backlogs.
- Ensures that relationships with key justice partners are developed and maintained in order to obtain information necessary for risk assessment files such as Corrections, federal and provincial police agencies, courts, and other provincial justice sector stakeholders.
- Handles challenges to program authority from clients and/or their legal representatives and other issues management. Liaises with legal counsel when appropriate.
- Prepares briefing notes and various other written materials on complex, sensitive and confidential program related issues for executive management. Prepares draft responses for Minister, DM and ADM letters.
- May be required to work evenings and weekends and travel as required.
- Authorizing travel and overtime for the program as required.
- Participates in special projects or assignments.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE:

- Undergraduate degree in a relevant area or an equivalent combination of relevant course work, education, training and experience related to the justice sector and/or risk assessment/adjudication. Minimum of 2 years in EACH of the following:
- Supervisory **and/or** leadership experience.
- Experience in the interpretation and application of legislation.
- Experience in regulatory investigations **and/or** statutory decision-making
- Experience in the development of major policy initiatives.
- Experience working and consulting effectively with stakeholders.
- *Preference may be given to experience in a government regulatory environment **AND/OR** experience as a statutory decision-maker.*

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the principles of administrative law and natural justice.
- Knowledge of program and legislation and linkages with other ministries, central agencies and stakeholders.
- Knowledge of legislative process and of government decision making and approval structures and processes within the provincial government.
- Knowledge of Investigation process and policy development, including research methodologies, issue management and performance management.
- Knowledge of justice system, criminal law, and administrative law.

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 | • Leading others |
| • Developing others | • Innovation and change |
| • Problem solving/judgment | • Teamwork and co-operation |
| • Service orientation | • Building partnerships with stakeholders |



Where ideas work

JOB PROFILE

Position # 60592, 73815, 73970, 93727, 96044,
97202, 97348, 99561

TITLE: PROGRAM MANAGER

CLASSIFICATION: ADMINISTRATIVE OFFICER 24

MINISTRY: PUBLIC SAFETY & SOLICITOR GENERAL

WORK UNIT: COMMUNITY SAFETY AND CRIME PREVENTION

SUPERVISOR TITLE: DIRECTOR, COMMUNITY PROGRAMS

SUPERVISOR POSITION #: 00089568

JOB OVERVIEW

Responsible for leadership, expertise, analysis and advice regarding the overall planning, development and implementation of programs in communities across the province that address the needs of victims of crime, women and their children fleeing violence in relationships, crime prevention and restorative justice.

The program manager has responsibility for managing and monitoring a portfolio of funding agreements for victim service and violence against women programs within a geographic region.

ACCOUNTABILITIES

REQUIRED:

- Leads the development and implementation of program frameworks, guidelines, reporting requirements and funding needs and mechanisms, ensuring consistent alignment with ministry objectives.
- Initiates and leads the development and implementation of new projects and programs that contribute to Branch and Ministry objectives.
- Manages collaborative processes with partners (within government, other levels of government, not-for-profit sector, schools, police, private sector, and/or other outside organizations) to identify requirements, develop strategies, and obtain input into the development and implementation of programs.
- Manages expenditures including negotiating terms of financial instruments (e.g., transfers under agreement, service and/or contribution agreements, and grants), defining deliverables and timelines, monitoring completion of deliverables and authorizing payments.
- Contributes to the development of evaluation frameworks and performance measures, monitors and analyzes performance and service outcomes, ensuring that contracted programs are addressing crime prevention and the safety and support needs of victims of crime and works with programs and contractors to improve services and outcomes.
- Contributes to and works collaboratively with internal procurement staff toward the development of procurement strategies, leads and/or coordinates the selection of program providers through analysis of proposals received through competitive processes, and recommendation of successful candidates.
- Participates and/or leads long range planning sessions to determine the future needs of communities and individuals as it relates to victim services, violence against women programs, crime prevention and restorative justice in local communities and makes recommendations for program design.
- Leads consultation processes including the development of protocol agreements with programs, community partners, cross-jurisdictional and interdisciplinary teams and others to identify trends, emerging issues, gaps in service, best practices and ways to enhance and eliminate barriers to coordinated service delivery. Develops and leads processes for resolving issues and conflicts related to program delivery and operations.

- Identifies potential sources of funding for programs and/or projects and leads and/or participates in negotiations of funding agreements with other Ministries, Federal Departments and others.
- Leads and/or develops guidelines and processes for stakeholder consultations and public engagement; conducts consultations regarding government direction, ministry priorities, and branch initiatives.
- Anticipates and analyzes the potential impact of emerging and systemic issues (e.g., economic, competitive, regulatory, and technological change) and events (e.g., changes in parameters, and proponent circumstances) that may impact services in the community and develops recommendations to address challenges.
- Assists programs and communities with local, sectoral and organizational development issues including problem-solving, liaison with key stakeholders and service design and delivery issues.
- Analyses potential risks and opportunities related to achievement of program targets and develops issue specific or corporate solutions and/or risk management strategies.
- Negotiates partnerships with community stakeholders and agencies to collaboratively develop responses that meet the needs of victims of crime.
- Liaises and partners with other branches, other ministries, and federal government on specific service delivery issues.
- Promotes public awareness of available services by conducting presentations and information sessions to stakeholder groups and represents the program area on government, industry, public/private, inter-ministry and ministry committees and project teams, conferences and meetings.
- Prepares and/or co-ordinates the preparation of briefing materials or correspondence on current issues for the Minister, Deputy Minister, senior ministry staff and Cabinet.
- Provides direction, supervision, and guidance to co-op students, contractors, and project teams.

JOB REQUIREMENTS

- University degree in a related field (social sciences, business administration, public administration, or financial management) plus 2 years related experience; OR a diploma/certificate in a related field (as above) plus 4 years related experience.

Related experience includes:

- Experience in procurement processes, contract management and/or program management.
- Developing, implementing and/or supporting social and/or community development initiatives to promote effective responses to community issues.
- Building and supporting relationships across a broad and diverse range of stakeholders.
- Experience supporting timely resolution of program or service delivery issues.
- An equivalent combination of education, training and experience may be considered.

Preference may be given to applicants with:

- Experience working with programs and services that address the needs of vulnerable and/or marginalized populations.
- Experience in contract management in a government setting
- Experience working within the justice system.

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).**

BEHAVIOURAL COMPETENCIES

- **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.
- **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.
- **Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **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.
- **Continuous Development** involves proactively taking actions to improve personal capability. It also involves being willing to assess one's own level of development or expertise relative to one's current job, or as part of focused career planning.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Commitment** is visibly putting into action your stated commitments. It means "walking the talk" and following through. It includes communicating information and intentions openly, honestly and regularly, and welcoming the same in others. It is consistently demonstrating ethical behaviour (such as honouring confidentiality and speaking the truth) so that Indigenous people know what to expect and can trust that action will follow your statement of commitment. It also means anticipating the level of knowledge and understanding needed, and proactively gaining the knowledge prior to entering into relationships with Indigenous people.



POSITION DESCRIPTION
MINISTRY OF PUBLIC SAFETY AND SOLICITOR
GENERAL
VICTIM SERVICES AND CRIME PREVENTION DIVISION

POSITION TITLE:	Director, Community Programs	POSITION NUMBER(S):	89568
DIVISION: (e.g., Division, Region, Department)	Victim Services and Crime Prevention Division	APPROVED CLASSIFICATION:	Business Leadership
UNIT: (e.g., Branch, Area, District)	Community Programs	LOCATION:	Vancouver
SUPERVISOR'S TITLE:	Executive Director	POSITION NUMBER	11313
SUPERVISOR'S CLASSIFICATION:	Strategic Leadership	PHONE NUMBER:	

PROGRAM (OPTIONAL)

The Victim Services and Crime Prevention Division provides a central leadership focus in the Province to ensure a comprehensive approach for victim support and crime prevention/intervention programs, services and initiatives including developing the strategic, policy, legislative and regulatory frameworks to support the work of the Division. The Division provides province-wide funding and services through the Crime Victim Assistance Program, police-based and community-based victim services programs, VictimLink, the Victim Safety Unit, and crime prevention programs and initiatives, as well as community-based restorative justice programs.

PURPOSE OF POSITION

The Director leads a team of staff that oversees the development and delivery of the Ministry's contracted community programs for victims of crime and violence along with funding agreements for community-based crime prevention and restorative justice programs. The Director establishes and maintains effective working relationships with and among a variety of partners and stakeholders for the effective delivery of services and problem-solves significant program related issues between a variety of contracted service providers (NGOs, Municipalities) and justice system partners. The Director manages and oversees program budgets, human resources, business processes and strategic planning for the Community Programs Unit.

The Director establishes and manages processes to ensure value for contracted services and is accountable for evaluating the programs and provides guidance and advice to the Executive Director, Assistant Deputy Minister and Deputy Minister regarding program and policy changes as needed. The Director is responsible for managing and implementing policy at the operational level.

NATURE OF WORK AND POSITION LINKS

The Director leads the development of innovative approaches to address the needs of victims/survivors and individuals (family members, witnesses or community members) throughout the criminal justice process. The Director is responsible for identifying needs and priorities related to victim's issues on behalf of the Ministry and government in consultation with non governmental organizations, Aboriginal and ethno cultural communities, policing agencies and other key stakeholder groups. The Director is also responsible for ensuring program priorities and plans are consistent with the goals and objectives of the Division, Branch, Ministry and government and that performance standards are established and monitored.

Specifically, the Director is responsible for:

1. providing contract management (including terminating funding, ordering investigations and/or audit of programs and responding to complaints), direction and funding to:
 - Police-based and community-based victim service programs
 - Violence Against Women counselling and outreach programs
 - Victim services and coordination that is provincial in scope (including VictimLink and funding to provincial non governmental agencies)
 - Provincial and community-based crime prevention programs
 - Community-based restorative justice programs
2. building and managing stakeholder relations and maintaining collaborative relationships with a variety of external and internal partners - working closely with all other Division units and other government ministries;
3. identifying needs and priorities, current and emerging issues and developing appropriate responses/strategies related to crime prevention and community safety on behalf of the ministry and government in consultation with communities, including youth and families, Aboriginal communities, policing agencies, schools, and other key stakeholder groups.
4. developing and maintaining community and stakeholder relations/profile regarding the provision of the Division's contracted programs

Position Links:

1. Minister, Deputy Minister, Assistant Deputy Minister – provides advice and support on financial and contract options, and makes recommendations to address related sensitive or complex issues.
2. Branch Director and other senior ministry staff – receives minimal direction and provides advice, in consultation with the Manager of Finance and Administration, on financial and contract management.
3. Ministry Corporate Services Division – liaises on the development of the branch budget and obtains information on allocations. Obtains information on central government procurement policies and participates in the development and implementation of a contract management information system.
4. Treasury Board staff – liaises regarding branch budget and Treasury Board submissions.
5. Other ministries (Attorney General, Community Services, Children and Family Development, Health) – confers on joint issues and initiatives.
6. Inter-ministry Procurement Council – represents branch interests in establishing best practices.
7. Ministry of Finance, Internal Audit Branch – liaises regarding planning and reporting of audits, and responds to audit recommendations.
8. Public Affairs Bureau – collaborates on news releases and responds to enquiries.
9. Ombudsman and MLAs – responds to enquiries and investigations of services delivered.
10. Stakeholders and service providers – manages responses to issues and concerns regarding program operations or contract requirements.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Develops policies, procedures, strategies and processes to provide effective and efficient procurement and management of contracted services. Oversees the negotiation and management of contractual funding agreements with service delivery agencies for programs and professional services contracts.
2. Provides professional, technical and operational advice to ensure contracted services achieve program delivery goals, including budget and performance-based requirements. Develops procedures for safeguarding government interests through contract monitoring and review processes.

3. Establishes and implements unit financial controls and administration procedures. Ensures strategic and business plans are financially viable.
4. Leads research and develops funding options for Unit programs. Recommends changes to improve financial management processes.
5. Ensures Unit practices and contractors comply with all financial aspects of relevant government legislation, regulations and policies. Exercises spending or payment authority.
6. Manages budget planning and forecasting processes, and the allocation and reallocation of funding to meet Unit and Division priorities. Develops options and prepares reports to support recommendations.
7. Develops and approves internal audit plans to ensure financial management processes are in keeping with all relevant policy, legislation etc and liaises with representatives of the Office of the Comptroller General in matters affected by audit requirements. Recommends ad hoc audits where required; develops random audit processes; and works with Internal Audit, Financial Services Branch and service providers during audits to develop an action plan, monitor progress on the plan and make recommendations for dealing with agencies experiencing difficulties. Recommends termination of contract funding to Executive Director when appropriate and necessary.
8. Leads the development of contract management frameworks, standards and practices to ensure proper controls are in place and meet technical, legal, ethical and Freedom of Information and Protection of Privacy (FOIPP) requirements. Ensures changes to government and ministry policies are reflected in branch contract policies and practices.
9. Develops performance-based contract risk assessment frameworks based on current accepted criteria and best practices. Leads the identification and management of risks associated with the performance of the contract. Establishes mechanisms for addressing all service cost and contract-related issues with contractors (union and non-union).
10. Oversees and provides direction related to contract and issues management.
11. Responds to complaints against contracted agencies and determines appropriate actions for the resolution of contentious issues. Facilitates discussions between service providers to ensure comprehensive, appropriate service delivery.
12. Manages the development of well-defined criteria to measure the quality of services and ensure standards are achieved. Oversees the analysis of statistical trends, sets program priorities, and plans quality assurance program management, control and contract compliance.
13. Monitors, analyzes and evaluates activities and outcomes of programs in order to identify areas requiring change and ways to improve effectiveness. Recommends options/alternatives to achieve service delivery results consistent with ministry goals and objectives.
14. Leads research and develops funding options for branch programs. Recommends changes to improve financial management processes.
15. Provides leadership, direction and supervision to Unit staff. The Director is accountable for budget preparation and managing all aspects of human resources, including establishing and maintaining quality performance standards.
16. Develops and manages service plans for the Unit.
17. Participates as a key member of the Division's management team by contributing to Divisional strategic planning and operational decision-making, including identifying the need for changes in policies, practices or systems. Initiates change as required.
18. Provides advice and recommendations to the Executive Director and other senior Ministry officials on high profile, controversial or sensitive program service delivery issues related to crime, violence and victimization.

19. Establishes and maintains partnerships with organizations, communities and municipal levels of government to ensure coordinated and comprehensive service delivery. This responsibility includes representing the Division and the Ministry on inter-ministry and intra-ministry committees, and at Municipal, Provincial, Federal and local forums regarding relevant issues.
20. Responsible for over 400 contracted community programs (\$30M) that address the needs of victims of crime and women and their children fleeing violence in relationships, as well as funding agreements for hundreds of community-based crime prevention and restorative justice programs across the province of British Columbia.
21. Directs and supervises employees; sets performance standards and objectives; assigns and reviews work; sets hours of work/scheduling; coaches, develops and appraises staff performance; takes corrective/disciplinary action as required; approves leaves and absences from the workplace; exercises delegated authorities e.g., suspend, reject on probation, recommend dismissal of section employees; functions as a Step-designate in the grievance process. Contributes to collective bargaining requirements as directed by the employer.
22. Manages service contracts using the RFP process, determining contract specifications, monitoring contract deliverables, withholding payments pending successful work completion, and/or terminating contracts as required.
23. Oversees the development of specialized training that is sensitive to victims needs. Ensures advanced, integrated cross-system training is provided in response to new legislation, policies or government initiatives with respect to violence against women, children and particularly vulnerable victims and provides core training for programs including: victim services, restorative justice, and crime prevention.

FINANCIAL RESPONSIBILITY

Full accountability for the development and management of program budget.

- Program budget for 16/17 is \$30.4M

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	11	
Supervises staff through subordinate supervisors		

PROJECT/TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>	Variable	Provides formal training to other staff <input checked="" type="checkbox"/>	Variable
Lead project teams <input checked="" type="checkbox"/>	Variable	Assigns, monitors and examines the work of staff <input checked="" type="checkbox"/>	11

SPECIAL REQUIREMENTS

The Director works in a dynamic fast-paced environment which requires rapid, sound responses to deal with the highly sensitive issues associated with the services provided. The Director has significant latitude and is expected to demonstrate substantial creativity in developing innovative ways to improve services.

As the position requires extensive interaction with government, justice system personnel, professionals and special interest groups, often garnering close media attention, the Director must have highly developed communication, interpersonal and negotiation skills to properly represent the Branch. The tact and diplomacy skills of the incumbent are critical.

TOOLS / EQUIPMENT

Proficient computer and project management skills; familiar with MS Word, Excel and PowerPoint.

WORKING CONDITIONS

Some travel is required. Irregular hours of work as required.

ORGANIZATION CHART

Assistant Deputy Minister
Executive Director

Director, Community Programs

Program Manager
Program Manager
Program Manager
Program Manager
Program Manager
Program Manager
Program Manager
Program Manager
Program Performance Analyst
Contract Administrator
Contract Administrator

SELECTION CRITERIA

Relevant University degree in social sciences, public policy, criminology, or equivalent combination of experience and education; and a minimum of 5 years combined experience in the following areas:

- business and operational planning, including establishing business goals, strategies to meet the goals, identifying potential challenges and ways to mitigate them, determining staff roles and responsibilities, and fiscal planning and budgeting;
- responding to sensitive and high profile issues, sometimes on an immediate basis;
- setting priorities and making decisions between high profile and competing needs;
- working with a diverse constituency; and
- leading and supervising staff.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES

- Knowledge of contemporary issues and public policy in the field of crime, violence and victimization, in particular, in the areas of victims of crime, victim services and the criminal justice system.
- Thorough knowledge of, and experience in, contract management, financial and internal audit principles and processes
- Knowledge of relevant legislation such as Criminal Code of Canada, Victims of Crime Act, Freedom of Information and Protection of Privacy (FOIPPA), Crime Victim Assistance Act.
- Ability to see beyond the status quo, envision intended future outcomes, how the outcomes will be accomplished, and how success will be measured and evaluated.
- Ability to manage contracted and direct delivery programs effectively by identifying changing priorities, anticipating needs and operational implications, developing effective operational plans, budgeting, implementing, monitoring and evaluating results within general guidelines. Ability to identify issues and resolve problems with contracted programs effectively.
- Ability to establish and maintain effective working relationships with diverse constituency including senior members of government and other officials and staff to influence outcomes, attain program objectives, and contribute to a variety of plans

and initiatives.

- Ability to exercise a high level of professional judgment and diplomacy, and to exercise influence to ensure achievement of organizational objectives and meet requirements for public accountability.
- Ability to develop and maintain the trust and respect of others.
- Ability to analyze policy and program issues in order to provide advice and recommendations to Executive Director and senior Ministry officials.
- Ability to communicate concepts, judgements and recommendations clearly and concisely, both orally and in writing.
- Ability to provide leadership, direction, and support to staff by setting goals and standards, evaluating performance and providing feedback where applicable.
- Ability to reference, interpret and apply legislation and regulations to determine an appropriate course of action.
- Ability to use a computer to enter and retrieve information using standard application packages

COMPETENCIES

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.

Impact and Influence is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

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.

Problem Solving/Judgement is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Developing Others involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance and mentoring. Its focus is on developmental intent and effect rather than on a formal role of training. For this competency to be considered, the individual's action should be driven by a genuine desire to develop others, rather than by a need to transfer adequate skills to complete tasks.

Empowerment is the ability to share responsibility with individuals and groups so that they have a deep sense of commitment and ownership. People who practice empowerment participate and contribute at high levels, are creative and innovative, take sound risks, are willing to be held accountable and demonstrate leadership. They also foster teamwork among employees, across government and with colleagues, and, as appropriate, facilitate the effective use of teams.

Partners with Stakeholders is the desire to work co-operatively with all stakeholders to meet mutual goals. It involves awareness that a relationship based on trust is the foundation for success in delivering results.

Change Leadership involves creating a new vision for the organization and taking the required actions to ensure that the members for the organization accept and support the vision. It generally requires the individual to be in a relatively senior or high-level position, although this is not always the case.

Integrity refers to actions that are consistent with what one says are important. People with integrity "walk the talk" by communicating intentions, ideas and feelings openly and directly, and welcoming openness and honesty even in difficult negotiations.

TITLE: CONTRACT ADMINISTRATOR

CLASSIFICATION: CLERK 11

CONTEXT - FOR REVIEW PURPOSES ONLY – PLEASE DELETE THIS TEXT BOX PRIOR TO POSTING

This job profile reports to a senior Financial Officer which has responsibility for a variety of financial functions. The primary responsibility is to provide procurement and contract administration support. The provision of other administrative support is incidental to the job.

JOB OVERVIEW

To manage the flow of documents and transactions throughout the procurement and contract life cycles, in support of program and contract managers.

ACCOUNTABILITIES

Required:

- Confirms that contracts meet legal requirements, ensures financial policy and legislative guidelines are met and makes recommendations for additions and changes.
- Coordinates the Request for Proposal (RFP) or Notice of Intent (NOI) processes including preparation and posting of solicitation documents, and distributes information packages.
- Reviews annual funding applications to ensure all required information is complete, verifying and analyzing discrepancies, and follows up with the appropriate contact within the applicant organization.
- Prepares funding approval letters and other required documentation for signature by the authorized signing authority.
- Processes contract payments and monitors contract commitments, ensuring terms and deliverables are met.
- Ensures expenditures are charged to the correct responsibility centre or project code and that appropriate approvals have been obtained for release of payment.
- Maintains and updates contract records, status logs, and tracking systems throughout the contract life-cycle.
- Establishes and maintains records management processes for contract-related documents.
- Receives financial statements, quarterly reports, and maintains a contract administration database.
- Checks financial transactions and documentation for accuracy and compliance to financial policies, prepares and verifies commitment, expenditure, and ad hoc reports.
- Acts as system administrator for custom contract/payment administration systems (OPRA, STVCMS), and participates in the design, testing, support and training of new internal and external users.
- Provides advice and guidance to program or contract managers and contractors regarding contract administration procedures and contract disbursements.
- Provides administrative support as assigned or required.

JOB REQUIREMENTS

- Secondary school graduation or equivalent.
- Completion of training in contract and procurement management.
- Experience in contract administration in a public sector environment.
- 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

- **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.
- **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.
- **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.
- **Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.

POSITION DESCRIPTION

Ministry of Public Safety and Solicitor General

REVISED January 2012

POSITION TITLE:	Director, Office to Combat Trafficking in Persons	POSITION NUMBER(S):	00094094
DIVISION: (e.g., Division, Region, Department)	Victim Services and Crime Prevention Division		
UNIT: (e.g., Branch, Area, District)	Office to Combat Trafficking in Persons (OCTIP)	LOCATION:	Vancouver
SUPERVISOR'S TITLE:	Executive Director, Victim Services and Crime Prevention Division	POSITION NUMBER	00011313
SUPERVISOR'S CLASSIFICATION:	Strategic Leadership	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Business Leadership	CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PROGRAM

The Office to Combat Trafficking in Persons (OCTIP) was created in July 2007 as a joint undertaking of the Ministries of Public Safety & Solicitor General and Children & Family Development to coordinate BC's response to human trafficking. OCTIP is mandated to assume overall responsibility for the development, implementation and coordination of comprehensive, multi-disciplinary responses to cases of human trafficking identified within the Province. As the centre of responsibility for the prevention of human trafficking and protection of identified trafficked persons in British Columbia, OCTIP is leading the way in developing new partnerships and approaches for addressing this covert yet escalating crime against vulnerable women, children and men.

OCTIP is a unit within the Victim Services and Crime Prevention Division of the Community Safety and Crime Prevention Branch. The activities of OCTIP are guided by the UN *Protocol to Prevent, Suppress and Punish Trafficking in Persons especially Women and Children*, which Canada ratified in 2002. The Protocol directs the international community to address human trafficking in four key areas, known globally as the "4 P's": prevention, protection, prosecution and partnership. OCTIP takes a human rights approach recognizing the internationally protected human rights of trafficked persons and placing the needs of the trafficked person at the centre of all its work.

PURPOSE OF POSITION

Reporting to the Executive Director, the Director leads the development of policies, protocols, strategic plans and performance measures to effectively advance the objectives of OCTIP and ensure consistency with Ministry and Government goals.

The Director is a key member of the Branch's management team, advising the Executive Director and Assistant Deputy Minister on highly controversial issues, often with legal and/or political ramifications, and contributing to strategic and operational decision-making.

The Director requires expertise in public policy, service delivery models, crime prevention through social development and stakeholder relations and management. The Director is the subject matter expert on human trafficking at the government level, providing advice to staff across ministries, partners and stakeholders, and developing the Office's position on human trafficking as a human rights protection issue.

NATURE OF WORK AND POSITION LINKS

Human Trafficking

Human trafficking is a serious violation of an individual's human rights and a social issue of increasing global concern to which British Columbia and Canada are not immune. This criminal activity involves the recruitment, transportation or harbouring of a person for the purpose of exploitation, often involving coercion, force, deceit and/or fraud. Trafficking in persons is the exploitation of the person for purposes which include, but are not limited to, sexual exploitation, forced labour, illegal adoption and the removal of organs. OCTIP's mandate includes all aspects of human trafficking including both international and domestic trafficking for purposes of labour exploitation, sexual exploitation, and other forms of exploitation.

British Columbia is the first jurisdiction in Canada to establish a provincial government-based office addressing human trafficking.

The Director, Office to Combat Trafficking in Persons (OCTIP) is responsible for a range of priorities and demands to advance the OCTIP mandate. The Director works as a key member of an integrated team to develop, analyze, synthesize and evaluate specific policy and program components, trends and issues related to combating human trafficking in BC. The position is the OCTIP representative with key provincial and federal partners in the implementation of BC's anti-trafficking strategies, including the RCMP, Canada Border Services Agency, Citizenship and Immigration, Vancouver Police Department, Department of Justice, Department of Public Safety, and a number of provincial ministries (Health, Children & Family Development, Attorney General, Aboriginal Relations & Reconciliation, Labour and Citizen Services).

The position requires knowledge of OCTIP priority initiatives, and also requires strong relationship building and presentation skills to engage a range of stakeholders in policy and program development, program implementation and support.

The Director is the key contact of OCTIP's collaboration with educational and research institutions – such as the University of British Columbia's Faculty of Law, the Justice Institute of British Columbia, Simon Fraser University, Kwantlen University/College, British Columbia Institute of Technology, Forensic Science Program and the Law Courts Education Society— in the development and implementation of anti-trafficking curriculum, training and awareness raising for an expanding group of professions including education (BCTF), health care (street and forensic nurses, ambulance attendants), youth services, Aboriginal agencies, housing and shelter providers, and women's services.

The Director develops non-traditional approaches to engage stakeholders, including non-governmental organizations, women serving agencies, faith-based community members, community groups, multi-service community agencies, and ethnic groups/communities. The Director works with a wide range of groups and organizations, and must develop strategies to optimize their relationships (e.g., partnering with Crime Stoppers to develop anti-trafficking campaigns, directly connecting with cultural societies and associations, liaising with federal counterparts to influence federal policy and activities, working with varied non-governmental organizations with different focuses and agendas, etc).

The Director applies research and project management techniques to lead, monitor and report on the status of a range of projects, such as developing a position to include human trafficking in the Human Rights Code and increasing awareness of domestic trafficking. The Director develops detailed briefing notes, analyses and issue papers in support of the OCTIP mandate.

The Director provides media interview about human trafficking issues in BC and OCTIP's mandate, upon direction of the Executive Director and Assistant Deputy Minister, in collaboration with the Government Communication and Public Engagement office.

POSITION LINKS

- **Assistant Deputy Minister** – provides advice on effective implementation of policies, risk assessment, stakeholder relations and strategic planning.
- **Ministry Issues Management** in response to high profile and sensitive public issues related to human trafficking.
- **Treasury Board** – assists in the development of Treasury Board/Cabinet submissions
- **Federal Government** – including RCMP, Department of Justice, Public Safety Canada, National Crime Prevention Centre regarding joint initiatives, FPT Working Group and negotiated partnerships.
- **Other Provincial Ministries** (e.g., Ministry of Children and Family Development, Ministry of Aboriginal Relations and Reconciliation, Ministry of Jobs, Tourism and Innovation (immigrant settlement), Ministry of Labour, Ministry of Employment and Income Assistance) – consults and coordinates regarding strategies to engage participation and ensure OCTIP issues and perspective are incorporated in the development of other ministry programs and services (with Executive Director and Assistant Deputy Minister).
- **External Stakeholders and Community Agencies, Non-Governmental Organizations, Aboriginal and Ethnic Community Groups** – develops liaison and consultation strategies and options, and partnerships to advance the OCTIP mandate and program objectives and provide comprehensive services.
- **Other Provincial jurisdictions** – keeps apprised of and maintains inter-jurisdictional relationships.
- **Government Communications and Public Engagement** – assists in the development of PAB communications strategies and provides relevant program information; provides media interviews upon direction of GCPE.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Specifically, the Director is responsible for:

1. Developing and leading OCTIP's strategic planning; contributing to the Branch plan by determining priorities, identifying performance measures and conducting ongoing monitoring and analysis of programs; identifying and implementing action plans to achieve ministry and program objectives.
2. Acting as a point of contact for government with stakeholder and advisory groups with respect to human trafficking and effectively communicating OCTIP's mandate.
3. Representing the BC Government on international, national, provincial forums, public/private, inter-ministry and ministry committees and project teams, and at events.
4. Leading and managing consultations with other levels of government, justice partners, academics, community agencies and stakeholders to create opportunities for meaningful participation in the development of OCTIP's strategic plan and action plan.
5. Providing advice, guidance and recommendations to the Executive Director and Assistant Deputy Minister regarding all aspects of human trafficking (detection, prevention, support services for trafficked persons, effective community partnerships and prosecution) and on controversial/emerging issues and sensitive matters, including those which involve legal, human rights, policy issues and cross-jurisdictional investigations.
6. Leading and managing diverse projects through all phases including problem definition, development of project plans, research, consultation, analysis, recommendations, implementation and ensuring the achievement of project objectives, milestones and deliverables.
7. Analyzing the implications of existing provincial and federal policy, legislation and regulation, and researching case law on a wide variety of topics. Identifying trends in provincial, federal and international law and providing detailed advice and recommendations (e.g., human rights, criminal law, immigration and labour law, health programs, financial support, etc).
8. Drafting Treasury Board and Cabinet submissions, Orders in Council, ministerial correspondence, MOUs, briefing notes and issue papers, evaluation reports, policies, Requests for Legislation, legislative drafting instructions, and other supporting documents to identify resource implications and recommend and implement policy and legislation that promotes the rights of trafficked persons in British Columbia, and to ensure their protection.

9. Building collaborative relationships, securing funding from federal/provincial partners, investigating proponent capacity, recommending options to partner with identified organizations and stakeholders, negotiating protocols and service agreements. Approving service delivery arrangements and satisfying reporting requirements.
10. Developing strategies for the effective management of key stakeholder relations including plans to ensure involvement of community agencies and non-governmental organizations is sustained.
11. Providing vision and leadership to OCTIP staff, to promote a positive working environment, maintaining a high degree of productivity and creating a reputation for collaborative relationships and delivery of high quality products and services. Ensuring opportunities for staff to contribute effectively to the realization of the goals and objectives of OCTIP, the ministry and the BC government. Respond to grievances at Step 2 and decide whether to pursue a grievance to arbitration, as well as suspend staff in consultation with the Executive Director.
12. Provides leadership in developing best practices across the province to ensure trafficked persons are protected, provided with relevant services, including culturally competent and Aboriginal specific services where required, and to ensure prevention initiatives are undertaken in key communities.

FINANCIAL RESPONSIBILITY

DIRECT SUPERVISION

Role	# of Regular FTE's
Directly supervises staff Assigns work to staff	2

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input checked="" type="checkbox"/>	Variable	Provides formal training to other staff <input checked="" type="checkbox"/>	Variable
Lead project teams <input checked="" type="checkbox"/>	Variable	Assigns, monitors and examines the work of staff <input checked="" type="checkbox"/>	Variable

SPECIAL REQUIREMENTS

TOOLS / EQUIPMENT

Laptop or personal computer
 Blackberry or cell phone
 Standard office equipment (e.g., photocopier, fax)
 Standard office software

WORKING CONDITIONS

- Works with groups that may be highly emotional, confrontational or hostile; also makes presentations to potentially large audiences
- Frequent travel, including overnight, to attend meetings or present information and awareness sessions both within and outside of the province.

WORK EXAMPLES

COMMENTS

PREPARED BY

NAME:	DATE:	
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EXCLUDED MANAGER AUTHORIZATION

I confirm that: <ol style="list-style-type: none">1. the accountabilities / deliverables were assigned to this position effective: April 8, 2008 (reviewed/updated January 2012)2. the information in this position description reflects the actual work performed.3. a copy has / will be provided to the incumbent(s).		
NAME: Taryn Walsh, Executive Director	SIGNATURE:	DATE: January ? 2012

ORGANIZATION CHART

Assistant Deputy Minister, Community Safety and Crime Prevention Branch
Executive Director, Victim Services and Crime Prevention Division
Director, Office to Combat Trafficking in Persons
Program and Research Analyst, A024 (2 positions)
Interns and Students

SELECTION CRITERIA

EDUCATION/EXPERIENCE

- Undergraduate degree in social science, public administration, law or related field, or an equivalent combination of education, training and experience. Masters degree preferred.
- Experience managing projects related to stakeholder management strategies and the design, development and implementation of stakeholder information and awareness sessions.
- Experience analyzing and recommending changes to public policy and legislation.
- Experience planning, developing and implementing programs that include a range of stakeholders and stakeholder interests.

KNOWLEDGE

- Knowledge of social program development theory and procedures
- Knowledge of government structure and the policy/legislative environment
- Knowledge of information program delivery methods and trends in the field
- Knowledge of victimization, violence against women and crime prevention theories and models
- Knowledge of human trafficking preferred.
- Knowledge of human rights principles preferred

ABILITIES/SKILLS

- Ability to consult effectively with and engage internal and external stakeholders.
- Demonstrated ability to develop and maintain an extensive network of partners and contacts with other ministries, stakeholders, community agencies/groups and partners.
- Strong written and oral communication skills, combined with an ability to prepare and provide concise and accurate information orally and in writing (including reports, presentations and correspondence) for a variety of audiences.
- Ability to organize and manage concurrent projects with competing priorities and, at times, tight deadlines.
- Ability to identify emergent issues/trends and provide issues management support.
- Excellent interpersonal, influence and persuasion skills.

COMPETENCIES

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.

Flexibility is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

Planning, Organizing and Co-ordinating 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.

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.

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.

Initiative involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.

Impact/Influence is the ability to influence, persuade or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

TITLE: EXECUTIVE DIRECTOR, SERVICE DELIVERY**CLASSIFICATION: STRATEGIC LEADERSHIP****MINISTRY: PUBLIC SAFETY AND SOLICITOR GENERAL****BRANCH: COMMUNITY SAFETY AND CRIME PREVENTION****SUPERVISOR TITLE: ADM, COMMUNITY SAFETY AND CRIME PREVENTION****SUPERVISOR POSITION #: 102198****JOB OVERVIEW**

The Executive Director, Service Delivery is responsible for the strategic leadership of the Branch's direct service programs (approximately 60 staff) and has the overall responsibility to fulfil the direct service mandate of the Victim Services and Crime Prevention (VSCP) Division. Programs include the Crime Victim Assistance Program, Victim Court Support, Victim Safety Unit, and the newly established Restitution Program. This position is responsible for all aspects of the development, operation, and implementation legislation, policy and programs that govern these services and pertinent community/public safety programs throughout British Columbia; directs and leads the strategic direction of the programs including planning, development, delivery and evaluation of direct services and also contributes to the Community Safety and Crime Prevention Branch (CSCP) senior leadership.

ACCOUNTABILITIES

- Provides vision and leadership for the delivery of services, programs and innovation; developing and implementing strategies which direct and manage the future direction of direct service programs in the province of British Columbia.
- Directs the planning and delivery of all direct service programs in accordance with legislation, central agency directives, ministry policies and standards to ensure integrated, effective and consistent services.
- Sets strategic and financial priorities to deliver on ministry objectives including directing the development and implementation of program-wide strategies, plans, standards and policies.
- Develops forecasts and funding scenarios, advocates for operational and specific project funding priorities.
- Directs development of annual and long term business plans and contributes/ensures linkages to divisional business plans.
- Establishes continuous improvement reviews of business practices through assessment of emerging trends, best practices, changing government and organizational expectations, and identified deficiencies in ministry organizational and strategic frameworks.
- Leads business and workplace re-engineering associated with the integration of new technologies.
- Leads projects, provides service delivery expertise and oversees the research design and development of innovative, effective, accountable and efficient methods to deliver programs and services.

- Leads a significant level of change related to program redesign, revised models of program delivery, and implementation of information management systems.
- Provides expert advice and functional direction on risks and controls to assist in the achievement of branch objectives and to ensure adherence to government policies.
- Develops and applies quality assurance frameworks and business planning processes, with a focus on Ministry strategic priorities.
- Directs the implementation and evaluation of performance standards, service levels and operations.
- Represents the Assistant Deputy Minister on committees and in meetings on stakeholder issues and other jurisdictions with the authority to negotiate solutions.
- Provides advice and briefings to the Minister, Deputy Minister, Ministry Executive, and other senior government officials.
- Provides leadership to the VSCP management team to achieve branch and divisional goals through directing all operational, technical, financial and human resources within the programs; directs, negotiates and manages professional service contracts.
- Directs program and technology innovation projects to confirm best practices.
- Identifies and influences linkages and inter-relationships with internal and external stakeholders to achieve the outcomes in support of the branch mandate and strategic direction.
- Recommends to the ADM changes to branch structure and operations to ensure service delivery standards and goals are met in the most cost effective and efficient manner.
- Supervises staff including assignment of work, development and evaluation of performance plans, approval of leave, and represents the employer at Step 3 for the resolution of grievances.
- Communicates publicly on branch programs, and acts on behalf of the ADM CSCP as required.

JOB REQUIREMENTS

- A university degree in a related discipline (i.e. Business, Law, Social Sciences) or extensive (i.e. 5 years or more) experience directly related to the position accountabilities.

Your resume must clearly demonstrate your experience in the following areas:

- Leading and coaching multi-disciplinary teams;
- Directing the delivery of complex services and engaging geographically dispersed and diverse stakeholder groups;
- Establishing collaborative relationships with executives and stakeholders;
- Leading organizational change management initiatives;
- Developing and implementing complex strategic policy and plans;
- Establishing and reconciling branch objectives, priorities and budgets;
- Interpreting and applying policy and legislation as well as the developing legislative proposals;
- Delivering direct service to victims of crime or vulnerable people.

COMPETENCIES

- **Promoting Empowerment** involves knowledge and skills in using processes such as delegation and information sharing to enhance subordinate ownership and empowerment over their task and performance.
- **Vision and Goal Setting** involves knowledge and skills in establishing official and operative goals for the organization/units and to establish a system of measuring effectiveness of goal attainment.
- **Creating and Managing Change** involves knowledge and skills to manage in the organization through setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change and facilitating implementation of successful change actions.
- **Solving Problems Creatively** involves knowledge and skills in fostering creative problem solving in the organization through critical reflection, problem analysis, risk assessment and rewarding innovation.
- **Building Strategic Alliances** involves knowledge and skills to engage in internal and external stakeholder analysis and to negotiate agreements and alliances based on a full understanding of power and politics.
- **Executive Presence** involves knowledge and skills in influencing others and having an observable impact at the executive level, through personal credibility, leadership, confidence, and an understanding of other people's perspectives and interests.
- **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.
- **Impact and Influence** is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

Role Specific:

- **Motivating for Peak Performance** involves knowledge and skills in using motivational techniques such as job design, role clarification, reward systems and performance appraisal to motivate optimum subordinate performance.

TITLE: EXECUTIVE DIRECTOR, VICTIM SERVICES AND CRIME PREVENTION**CLASSIFICATION: STRATEGIC LEADERSHIP****MINISTRY: PUBLIC SAFETY AND SOLICITOR GENERAL****BRANCH: COMMUNITY SAFETY AND CRIME PREVENTION****SUPERVISOR TITLE: ADM, COMMUNITY SAFETY AND CRIME PREVENTION****SUPERVISOR POSITION #: 102198****JOB OVERVIEW**

The Executive Director is responsible for the strategic leadership of a branch of approximately 100 staff and has the overall responsibility to fulfil the service mandate of the Victim Services and Crime Prevention (VSCP) Division. This position is responsible for all aspects of the development, operation, and enforcement of government policy and programs that govern these services and pertinent community/public safety programs throughout British Columbia; directs and leads the strategic direction of the division including planning, development, delivery and evaluation of division services and also contributes to the Community Safety and Crime Prevention Branch (CSCP) executive leadership. There is also a significant amount of stakeholder involvement and issues management. This is a key position, linking the work of the Ministry in this area to operations across the Province.

ACCOUNTABILITIES

- Sets strategic and financial priorities of VSCP to deliver on ministry priorities including directing the development and implementation of branch-wide strategies, plans, standards and policies.
- Establishes continuous improvement reviews of business practices through assessment of emerging trends, best practices, changing government and organizational expectations, and identified deficiencies in ministry organizational and strategic frameworks.
- Provides expert advice and functional direction on risks and controls to assist in the achievement of branch objectives and to ensure adherence to government policies.
- Develops and applies quality assurance frameworks and business planning processes, with a focus on Ministry strategic priorities.
- Directs the implementation and evaluation of performance standards, service levels and operations.
- Establishes funding allocations across the division.
- Directs development of annual and long term branch business plans and contributes/ensures linkages to divisional business plans.
- Directs development of forecasts and funding scenarios, advocates for operational and specific project funding priorities.
- Represents the Assistant Deputy Minister on committees and in meetings on controversial issues with stakeholders and other jurisdictions with the authority to negotiate solutions.
- Oversees the development, management, and implementation of legislation, policies, and public safety standards for victim services and community/public safety programs, and the regulatory enforcement measures needed to serve the public interest.

- Provides leadership to senior managers in the application and interpretation of legislation, regulations and policies related to the branch core service delivery and on the resolution of areas of conflict.
- Provides leadership to the VSCP management team to achieve branch and divisional goals through directing all operational, technical, financial and human resources within the division; directs, negotiates and manages professional service contracts.
- Plans and oversees the development of community programs, strategic policy and priority initiatives related to enhancing and maintaining public safety.
- Leads and manages community inter-ministry justice reform and crime and violence prevention, ministry restorative and community justice strategies, aboriginal justice, and child and youth sexual exploitation prevention programs; extra-judicial measures programs, human trafficking and community/public safety programs.
- Identifies and influences linkages and inter-relationships with internal and external stakeholders to achieve the outcomes in support of the branch mandate and strategic direction.
- Recommends to the ADM changes to branch structure and operations to ensure service delivery standards and goals are met in the most cost effective and efficient manner.
- Supervises staff including assignment of work, development and evaluation of performance plans, approval of leave, and represents the employer at Step 3 for the resolution of grievances.
- Communicates publicly on branch programs, and acts on behalf of the ADM CSCP as required.

JOB REQUIREMENTS

- A university degree in a related discipline (i.e. Business, Law, Social Sciences) or extensive experience directly related to the position accountabilities.

Experience in the following:

- Leading and coaching multi-disciplinary senior managers;
- Directing the delivery of complex services and engaging geographically dispersed and diverse stakeholder groups;
- Establishing collaborative relationships with executives and stakeholders;
- Leading organizational change management initiatives;
- Developing and implementing complex strategic policy and plans;
- Establishing and reconciling branch objectives, priorities and budgets;
- Interpreting and applying policy and legislation as well as the developing legislative proposals;
- Delivering direct service to victims of crime or vulnerable people.

COMPETENCIES

- **Promoting Empowerment** involves knowledge and skills in using processes such as delegation and information sharing to enhance subordinate ownership and empowerment over their task and performance.
- **Vision and Goal Setting** involves knowledge and skills in establishing official and operative goals for the organization/units and to establish a system of measuring effectiveness of goal attainment.
- **Creating and Managing Change** involves knowledge and skills to manage in the organization through setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change and facilitating implementation of successful change actions.
- **Solving Problems Creatively** involves knowledge and skills in fostering creative problem solving in the organization through critical reflection, problem analysis, risk assessment and rewarding innovation.
- **Building Strategic Alliances** involves knowledge and skills to engage in internal and external stakeholder analysis and to negotiate agreements and alliances based on a full understanding of power and politics.
- **Executive Presence** involves knowledge and skills in influencing others and having an observable impact at the executive level, through personal credibility, leadership, confidence, and an understanding of other people's perspectives and interests.
- **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.
- **Impact and Influence** is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

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- **Motivating for Peak Performance** involves knowledge and skills in using motivational techniques such as job design, role clarification, reward systems and performance appraisal to motivate optimum subordinate performance.