

Job Title: Business Manager

Competition: 72748

Full-time /Two-year Temporary Appointment under the Public Service Act

Location: Victoria, BC

Salary: Band 2, \$65,600.24 - \$90,900.08. The starting salary for this position is \$74,900.00 subject to the considerations of the MCCF Compensation Guide and RCY's salary administration policy.

Please note that this is a two-year temporary opportunity, subject to available funding. This assignment may end earlier than two years (reasonable notice will be provided) or may become a permanent placement should ongoing funding be available.

This opportunity is available only to employees currently employed with the BC Public Service.

The Office of the Representative for Children and Youth hosts a Corporate Shared Services unit supporting two offices of the Legislature: the Office of the Representative for Children and Youth and BC's Office of the Human Rights Commissioner. The services provided under the memorandum of understanding include finance, facilities, information technology and privacy, and human resources.

The Business Manager is responsible for the provision of support, guidance and advice to executive, managers and staff to ensure the effective and consistent delivery of contract administration and management, facilities management, business continuation and emergency management, and fleet and asset administration and monitors compliance with government legislation and policy, ethical and financial standards and appropriate business practices.

In order to achieve a representative team, preference may be given to applicants with lived experience relating to the work of the Offices. **We encourage applicants to share this information in their application.** Applications are held in strictest confidence.

Please note:

- This position is excluded from union membership
- An eligibility list may be established for similar positions within the same geographic location.
- Some travel may be required
- The successful applicant requires a police record check and is subject to a criminal record review.

TO APPLY:

1. Review the [job profile](#)
2. Submit a cover letter and resume detailing your relevant work experience and how you meet the stated qualifications
3. Include the position title and competition number on the cover letter and in the email subject line
4. Applications must be submitted by email to jobs@rcybc.ca.

Only those applicants who pass the initial screening based on the **education and experience qualifications specified in the job profile** will be considered for the next step in the selection process. Your resume and cover letter must therefore clearly specify how your education and experience meet the required job qualifications. Please be as clear and specific as possible.

Ensure your resume includes the month and year(s) for each job in your employment history as well as the job-related responsibilities. **If you do not clearly identify how you meet the education and experience requirements for the position, your application will not be considered.** Please note that the content and/or format of your cover letter and resume may be evaluated as part of the assessment process.

Only those applications submitted to the Office of the Representative for Children and Youth directly at jobs@rcybc.ca will be considered. DO NOT apply for this position by submitting your profile on the BC Government Hiring Centre website.

Please note that incomplete applications or late applications will not be evaluated or acknowledged.

Your application must be received by 5:00 p.m., on Friday, November 13, 2020.

By submitting your application, you certify that all information submitted is true, complete and correct. Any information provided in your application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate you from further consideration for employment or may result in dismissal.

Contact:

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