

<b>TITLE:</b> <b>Business Manager</b>	<b>CLASSIFICATION:</b> <b>Band 2</b>
<b>POSITION NUMBER:</b> <b>00126016</b>	<b>SUPERVISOR TITLE:</b> <b>Chief Financial Officer</b>

### CONTEXT

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 the 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 Representative for Children and Youth (RCY) provides advocacy support to people dealing with the child and youth service system, monitors and reviews government services to children and youth and reviews and investigates selected deaths and critical injuries of children and youth who are receiving services, with a focus on First Nations, Métis, and urban Indigenous children and youth. The BC's Office of the Human Rights Commissioner (BCOHRC) promotes and protects human rights through research, policy development, and public inquiries into issues of systemic discrimination.

RCY and the BCOHRC share the values of promoting dignity and respect and upholding the rights of marginalized individuals and communities. The offices are committed to ensuring that policies, procedures and practices are rights-based, culturally attuned and agile. We honour the unique backgrounds, viewpoints, rights and beliefs of children, youth and adults; everyone is treated with dignity, equality and trust.

### JOB OVERVIEW

Reporting to the Chief Financial Officer, the Business Manager is part of the finance team in the management, coordination and delivery of centralized financial management services to support the operations of the Office of the Representative for Children and Youth and BC's Office of the Human Rights Commissioner.

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.

## **ACCOUNTABILITIES**

- Advocates for client needs and services by building strong relationships.
- Provides clients with financial information to assist senior management and leadership to make informed, evidence-based decisions.
- May provide information and requests to central and other agencies including Treasury Board and the Office of the Auditor General.
- Manages financial services operations including accounts payable/receivable and contract administration.
- Oversees the quality assurance function of the work unit to ensure the quality and integrity of financial information.
- Develops or oversees the procurement process, including decision-making processes to ensure decisions comply with government policies and standards; writing of contracts and schedules; developing draft custom contract clauses for approval by legal counsel; and developing and implementing templates and other procurement tools.
- Administers a variety of contracts including professional services and IMIT contracts.
- Consults with executive and managers regarding space and facilities requirements, identifies facilities issues and advocates for solutions.
- Manages and coordinates office relocations, renovations, new construction or closures, including identifying requirements and priorities and analyzing related costs, benefits and risks and ensures plans and projects comply with safety, security and environmental standards.
- Develops, tests and maintains the Office's BCP (Business Continuity Plan) and Emergency Preparedness Plans.
- Coordinates asset acquisition and administration activities.
- Provides corporate lease vehicle support.
- Participates on cross government committees and initiatives ensuring value for money and accountability for the Offices.
- Supervises staff including assignment of work, development and evaluation of performance plans, approval of leaves and the discipline process.
- Develops and delivers training to staff on a variety of financial topics.

## **JOB REQUIREMENTS**

- Degree or diploma in Commerce, Business Administration, Public Administration or related field (i.e., Law, Accounting) and a minimum of three (3) years' recent work experience working with contracts for services and applying contract policy. An equivalent combination of education and experience may be considered.

- Two (2) or more years of recent experience managing the full procurement life cycle including planning, negotiation, award, contract management, evaluation and close out.
- One (1) year experience in facilities management that includes space planning and project management.
- One (1) year experience in processing accounts payable and receivable in a computerized environment.

*Preference may be given to candidates who have one (1) or more of the following:*

- Completion of the BC Government Procurement and Contract Management program.
- Two (2) or more years recent experience processing accounts payable in BC provincial government using CAS (corporate accounting system).
- Five (5) or more years directly related contract administration experience in the BC government environment.

In order to achieve a representative team, preference may be given to those applicants with lived experience with the rights of children, youth and/or adults, which could be through the applicant's own identity and/or personal experiences.

Please note that applicants must be able to successfully meet RCY security screening requirements which include a criminal record check and Criminal Records Review Act (CRRA) check.

## COMPETENCIES

- **Indigenous-Centred Service Approach** is a desire to serve Indigenous peoples, focusing one's efforts on understanding their interests in order to increase the quality of the service and produce better outcomes.
- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous peoples.
- **Listening, Understanding and Responding** involves the desire and ability to understand and respond effectively to other people from diverse backgrounds.
- **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.
- **Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.
- **Service Orientation** implies a desire to identify and service 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.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing implementing increasingly complex

plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

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

**For more information on competencies, see:**

[Competencies for Interviews & Hiring - Province of British Columbia](#)

[Indigenous Relations Behavioural Competencies - Province of British Columbia](#)