

TITLE: Executive Director, Reviews and Investigations	CLASSIFICATION: Band 5
POSITION NUMBER: 00090732	SUPERVISOR TITLE: Deputy Representative for Operations

JOB OVERVIEW

The Representative for Children and Youth, an independent officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving system. The Representative's Office provides advocacy support to people dealing with the service system and advocates directly on behalf of children, youth and young adults, monitors and reviews government services to children and youth and reviews and sometimes investigates deaths and critical injuries of children and youth who are receiving services.

Two interconnected priorities for RCY are to: 1) identify, recommend and advocate for ways to reduce the number of First Nations, Métis, Inuit and urban Indigenous children and youth in government care, and to improve child welfare and other designated services to those Indigenous children and families who come into contact with the Ministry of Children and Family Development and/or Delegated Aboriginal Agencies; and 2) meaningfully, ethically and sustainably engage with children, youth, young adults and the community members who care about and for them to enhance RCY's understanding about their lived and living experience, especially with systems of care.

To support these priorities, RCY is committed to becoming a more culturally aware and agile organization, integrating Indigenous ways of knowing and being into our daily practice, and ensuring that our work highlights concerns with and opportunities to improve the experience of and outcomes for First Nations, Métis, Inuit and urban Indigenous children and youth in need of services. RCY supports all staff to develop a critical understanding of the history of First Nations, Métis, Inuit and urban Indigenous Peoples within Canada and the impact of colonization on the contemporary experience of children, youth, families and communities and on current systems, structures and politics. Meaningful relationships with Indigenous leaders, young people, organizations and communities are of vital importance to RCY.

In addition, RCY is committed to centring and amplifying the voices and lived and living experience of children, youth and young adults who are or have engaged with B.C.'s child, youth and family serving systems.

Reporting to the Deputy Representative for Operations and participating as a member of RCY's Executive, the Executive Director leads a province-wide program to review, investigate and report on the critical injuries and deaths of children and youth receiving reviewable services. The Executive Director leads a team of staff and is responsible for policy and procedure development, human resources, budget and financial management.

ACCOUNTABILITIES

Program management

- Provides leadership to a team of investigators, analysts and administrative staff for the creation and implementation of innovative reviews, investigative strategies and methodologies for addressing critical injuries and deaths
- Directs workload planning, recruitment, training and supervision of professional staff; conducts performance assessment reviews and leads staff development initiatives
- Develops and implements strategies to recognize and respond to the inherent daily workplace challenges associated with difficult and at times tragic circumstances involving children, youth and young adults
- Develops and implements standards and protocols for the conduct of reviews and investigations in a manner which respects children, their families and the public officials involved in the provision and delivery of reviewable services
- Exercises superior discretion in determining the nature and scope of reviews based upon circumstances of the critical injury or death, i.e., neglect or abuse, unusual or suspicious circumstances, self-inflicted harm or harm inflicted by another person
- Leads the development of detailed independent reports which make recommendations to public bodies for improvements to enhance the effectiveness and responsiveness of reviewable services.
- promotes collaborative and culturally attuned engagement and support to assist individual members of Indigenous communities during the review or investigation of the critical injury or death of an Indigenous child or youth
- Meets with Indigenous leaders and communities to build a collaborative and culturally attuned framework and strategies for the review and investigation of the critical injuries or deaths of Indigenous children and youth
- Establishes creative methods and mechanisms to identify, obtain and analyze highly sensitive and confidential information aggregated from numerous data sources (e.g., the Ministry of Children and Family Development, law enforcement agencies, Coroners Service, Public Guardian and Trustee, Provincial Health Officer, Ministry of Education) to assess trends, gaps in services and other indicators
- Supports the development of systems and procedures to guide the creation, use and sharing of linked data sets
- Develops policies and practices to ensure strict confidentiality and privacy requirements are met

- Recommends innovative strategies and actions to improve services, practices and policies to protect children and youth receiving reviewable services
- At the request of the Representative, directs the preparation of special reports and delivers presentations to members of the Select Standing Committee on Children and Youth

External relationships

- Forges strong collaborative relationships with other agencies associated with child and youth deaths and critical injuries including the Office of the Ombudsperson, Coroners Service, Ministry of Children and Family Development, Ministry of Mental Health and Addictions, the Provincial Health Officer, the Public Guardian and Trustee and law enforcement agencies
- Establishes sound working relationships with Indigenous stakeholders, including delegated Aboriginal Agency Executive Directors, First Nations and Métis leadership, and the First Nations Health Authority
- Develops and negotiates protocol agreements with the agencies responsible for providing reviewable services to ensure the timely and effective reporting of critical injuries and deaths to the Representative and to confirm and clarify the processes and procedures for addressing critical injuries and deaths in a comprehensive and collaborative way
- Establishes efficient cross-agency data linkages to facilitate full disclosure for investigative purposes and to minimize duplication and/or data loss
- Chairs multi-agency committee and working groups and develops frameworks for cooperative working relationships to further the effectiveness and responsiveness of reviewable services
- Leads committees and other forums for the development and implementation for best practices in the review and investigation of critical injuries and deaths

JOB REQUIREMENTS

Education and related experience

Post graduate degree in a relevant discipline such as sociology, psychology, public health, law, forensics or social work, with a strong emphasis on children and youth.

Considerable, recent and progressively more senior experience including:

- Leadership in practice, research and/or program evaluation with designated or reviewable services as defined by the *Representative for Children and Youth Act*
- Leading a complex program, including policy and procedure development, human resources, budget and financial management
- Mentoring, coaching and managing professional staff

- A superior track record in leading complex and sensitive investigations
- An established network of relationships with law enforcement, public health and child welfare agencies and related public bodies such as the Public Guardian and Trustee and the Coroners Service
- A superior track record managing sensitive and complex issues with First Nations, Métis, Inuit and urban Indigenous leadership, communities, groups, administrations and networks, including with children, youth, young adults and families
- Experience dealing with demands, priorities, and issues management situations in a public sector or corporate environment

An equivalent combination of education and experience may be considered.

Preference may be given to the following:

- Applicants who self-identify as Indigenous
- Applicants with public service experience.

Knowledge:

- Knowledge of methods and techniques for establishing best practices in the conduct of reviews and investigations
- Exceptional knowledge of the law associated with services for children and youth and of the related infrastructure of programs and support services for children and youth in B.C.
- In-depth knowledge of issues relevant to Indigenous communities and the delivery of Indigenous child and family services
- In-depth knowledge of government political processes and established relationships with provincial and federal levels of government, and with Indigenous political organizations
- Excellent knowledge of the *Representative for Children and Youth Act*, the *Youth Justice Act*, the *Child, Family and Community Service Act*, the *Coroners Act*, and other federal and provincial legislation related to Indigenous children, children's services and issues of interest or concern to youth
- Excellent knowledge of the principles and practices of administrative law
- Demonstrated understanding of the unique role, purpose and functions of an Officer of the Legislature and of the interrelated values of independence and accountability.

Skills and Abilities:

- Demonstrated skills in successfully establishing collaborative working relationships with public officials, service providers, community stakeholders, Indigenous people and organizations

- Demonstrated team leadership expertise to create a positive environment that embraces innovation and change
- Demonstrated excellence in interpersonal, organizational and consultative skills
- Demonstrated superior skills in working directly with children, youth and their families
- Superior ability to analyze and solve problems and to lead multiple projects or tasks and multi-disciplinary teams
- Exceptional liaison and conflict-resolution skills in order to effectively address situations or circumstances involving differing or conflicting views and opinions
- Demonstrated skills in conceptual and strategic thinking
- Demonstrated track record in exercising the utmost discretion with highly sensitive and confidential issues.

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

COMPETENCIES

- **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
- **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 team orientation** involves knowledge and skills in developing group identity, participative decision making and open and effective communication
- **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.
- **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.
- **Indigenous-centered 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 Aboriginal people.

For more information on competencies, see:

[Competencies in the BC Public Service - Province of British Columbia](#)

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