



<b>TITLE: Executive Director, Reviews and Investigations</b>	<b>CLASSIFICATION: Band 5</b>
<b>POSITION NUMBER: 00090732</b>	<b>SUPERVISOR TITLE: Deputy Representative, Investigations, Monitoring and Corporate Services</b>

### JOB OVERVIEW

The Representative for Children and Youth (RCY), an independent and non-partisan officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving systems. 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.

RCY functions within a complex and dynamic socio-cultural, legislative and practice context. Drawing on multiple sources of information and knowledge, RCY continually assesses and identifies opportunities to inform and advocate for improvements to the child-, youth- and young adult-serving systems and establishes strategic priorities and takes action accordingly.

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 Indigenous Child and Family Service Agencies and 2) meaningfully, ethically and sustainably engage with children, youth, young adults, and the family, community and Nation members who care about and for them, toward enhancing 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 and bright spots. Through this, RCY identifies 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 lifting up the voices and lived and living experience of children, youth, families and young adults who are or have engaged with B.C.'s child-, youth- and family-serving systems.

Reporting to the Deputy Representative who oversees the Reviews and Investigations (R&I) team, 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 in accordance with Part 4 of the *Representative for Children and Youth Act*:

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/06029\\_01#part4](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/06029_01#part4).

The Executive Director leads a team of staff, providing leadership and strategic direction in alignment with RCY's strategic priorities and intentions. Within the team, the Executive Director fosters strong project design, planning and management; ensures that all aspects of HR are well stewarded; and is responsible for the development and on-going updating of R&I policies and procedures. They also ensure cross-organizational collaboration on key initiatives and provide legislative and legal guidance to ensure that the provisions of the RCY Act are upheld.

## **ACCOUNTABILITIES**

### **Leadership**

- Contributes to the strategic planning and direction of RCY
- Provides guidance and advice to the Representative and Executive team to assist in determining the nature and scope of reviews and investigations
- Leads the R&I team in undertaking complex and sensitive investigations and ensuring that they are undertaken in ways that are highly ethical, trauma aware, culturally attuned and responsible to the children, youth, families and communities affected
- Leads cross-organizational initiatives as appropriate, ensuring collaboration and supporting the intersections between teams
- Plays a key role in developing and maintaining an RCY and team culture that is grounded in the 6R's of Relationship, Respect, Responsibility, Responsiveness, Reciprocity and Repair
- Supports other Executive Directors, Deputy Representatives and the Representative as colleagues

### **Program management**

- Leads a team of managers, investigators, analysts and administrative staff to generate and apply innovative, trauma aware, and culturally attuned strategies and methods for reviews and investigations respecting critical injuries and deaths of children and youth
- Develops and implements strategies to recognize and respond to the inherent daily workplace challenges associated with difficult, and at times tragic, circumstances involving children and youth

- Develops and implements standards and protocols for the conduct of reviews and investigations in a manner which respects children and youth, their families, service providers and the public officials involved in the provision and delivery of reviewable services
- At the request of the Representative, leads the development of detailed investigation and special reports which may make recommendations to public bodies for improvements to enhance the effectiveness and responsiveness of reviewable services
- Ensures that the progress on recommendations made to public bodies, arising from investigation and special reports undertaken by the R&I team, is monitored and reported
- Develops and shares expertise in the interpretation and application of the *RCY Act* and its regulations and works closely with legal counsel to obtain legal opinions as needed
- Ensures that the 6R's embraced by the RCY are applied during the review or investigation of the critical injury of death of a child or youth and that appropriate information and supports are made available to family members and those directly engaged in the investigative process
- 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, Coroners Service, Public Guardian and Trustee, Provincial Health Officer, Health Authorities, Ministry of Health, Ministry of Education, law enforcement agencies) to assess trends, gaps in services and other indicators
- In partnership with Executive Directors from other RCY teams, guides the development of systems, policies and procedures to create, use and link data sets
- Develops policies, procedures and practices to ensure strict confidentiality and privacy requirements are met
- 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

#### **People management and supervision**

- Provides leadership, guidance, support and supervision to the R&I team managers, and through them to the R&I staff team as a whole
- Provides oversight to team workload planning, recruitment, training and supervision of R&I staff
- Conducts performance assessment reviews for direct reports and leads staff development initiatives across the R&I team
- Fosters a strong and healthy team culture and thoughtfully addresses issues and conflicts in a manner that is consistent with trauma aware, cultural safety and restorative principles embraced throughout RCY, and according to the 6R's of Relationship, Respect, Responsibility, Responsiveness, Reciprocity and Repair

## **External relationships**

- Fosters strong collaborative relationships and leads some key partnerships 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, Health Authorities, the Provincial Health Officer, the Public Guardian and Trustee and law enforcement agencies
- Establishes sound working relationships with Indigenous stakeholders, including Indigenous Child and Family Service Agency Executive Directors, First Nations and Métis leadership, and the First Nations Health Authority
- 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
- In collaboration with the Deputy Representatives, 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 law, social work, child and youth care, psychology, sociology, public health, criminology, forensics, Indigenous studies, Indigenous governance, public administration, education, medicine, gender studies or anthropology, with a strong emphasis on children and youth.

Considerable, recent and progressively more senior experience at an executive level and in supporting the on-going leadership of an organization including:

- Leadership in practice, research (including Indigenous research methodologies) and/or program evaluation with designated or reviewable services as defined by the *Representative for Children and Youth Act*
- Leading a complex program area, including policy and procedure development, human resources and application of financial policies and procedures
- Leading, mentoring, coaching and managing professional staff
- Experience in leading complex and sensitive investigations

- An established network of relationships with child welfare, mental health, public health and law enforcement and related public bodies such as the Public Guardian and Trustee and the Coroners Service
- Experience in 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.

The successful candidate will ideally have education and knowledge at the level of a graduate or professional education. **There are many different ways in which this could be obtained** such as through:

- Formal post-secondary education at a Professional, Masters or PhD level in a relevant discipline (e.g., law, social work, child and youth care, psychology, sociology, public health, criminology, forensics, Indigenous studies, Indigenous governance, public administration, education, medicine, gender studies or anthropology)
- Structured, intentional teachings from Elders and Knowledge Keepers
- Professional development educational and learning opportunities
- Community and work experience in which skills and knowledge are developed over time
- First Nations or Métis political leadership or governance roles
- A combination of formal and informal learning and education

Preference may be given to applicants who self-identify as Indigenous and/or candidates with significant demonstrated knowledge and practice in cultural humility and agility.

### Knowledge

- Extensive knowledge of leadership methods and practices, especially connected to complex work in systems change, with a commitment to continuous learning
- Knowledge of methods and techniques for establishing strong 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 ethics and fairness
- 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 executive leadership expertise in creating a positive team/organizational environment that embraces innovation and change
- Demonstrated excellence in interpersonal, organizational and consultative skills
- Demonstrated commitment to ongoing learning about colonization, racism and the multi-faceted and intergenerational impacts on Indigenous and racialized children, youth and families, and practice in ways that support cultural safety and anti-racism
- Demonstrated superior skills in working directly with children, youth and their families
- Superior ability to work with complexity, including analyzing and collaborating on responses and solutions to systemic challenges
- Demonstrated skills in strategic, conceptual and systems thinking
- Demonstrated flexibility and the ability to respond creatively to, emerging, unknown and ambiguous circumstances and situations
- Superior ability 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
- Superior writing skills
- 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**

#### *BC Public Service and Indigenous Relations Behavioural Competencies*

For detailed descriptions and information on the following competencies, please review:

[Competencies in the BC Public Service](#)  
[Indigenous Relations Behavioural Competencies](#)

- **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.
- A **Credible Champion** shows courage and conviction in advocating for change for the betterment of Indigenous peoples. This means stepping forward, from a place of respect and knowledge, to name needed change and to champion it. This may mean challenging current business practices and attitudes. A credible champion is admired and respected by Indigenous peoples, is deeply knowledgeable in the culture of those with whom they work, and demonstrates outstanding performance as identified by Indigenous people and the public service. A credible champion remains self-aware and maintains effective relationships.
- **Cultural agility** is the ability to work respectfully, knowledgeably and effectively with Aboriginal people.

#### *Core Competencies for Strategic Leaders in the BC Public Service*

For detailed descriptions and information on the following competencies, please review: [Competencies for Strategic Leaders](#)

- **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.
- **Communicating Effectively** involves good presentation skills (verbal and written), careful listening to different audiences and diverse perspectives in order to understand their key points and major concerns, problem framing and use of presentation technologies.
- **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.