

**Competition #80621**

**Office of the Representative for Children and Youth**

**Executive Director, Reviews and Investigations (Band 5)**

**Permanent, full-time**

**Location: Victoria, Lower Mainland, Prince George or Kelowna**

**Salary: Band 5, \$107,800.20 - \$137,500. The starting salary for this position subject to the considerations of the Management Classification and Compensation Framework Rules and RCY's salary administration policy.**

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.

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, including a fundamental commitment to the well-being of First Nations, Metis, Inuit and Urban Indigenous children, youth and young adults. 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.

Please note:

- 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. Please ensure your application clearly indicates if you self-identify as an Indigenous person
- This position is excluded from union membership
- Most RCY positions, including the Executive Director, Reviews and Investigations, are decentralized and staff are attached to hub locations in Victoria, Lower Mainland, Prince George and Kelowna for administrative purposes such as for travel status. Victoria and Prince George have physical RCY office locations.
- An eligibility list may be established for this position

- The Executive Director must be willing to travel to meet the operational needs of the Office. This will include overnight stays and travel to rural and remote areas. In keeping with RCY's support to balancing work, family and other commitments, travel will be planned in advance whenever possible. Due to the current extraordinary circumstances related to COVID-19, travel may be limited or suspended depending on the requirements and guidance of the Provincial Health Officer.

The successful applicant requires a police record check and is subject to a criminal record review.

#### **TO PREPARE YOUR APPLICATION:**

1. Review the [job profile](#), which provides further detail on the accountabilities and qualifications for the position, and also what to expect during the application process.
2. Reflect on your interests and experience and what draws you to this position. Consider how best to demonstrate the way your experience matches the qualifications listed for this position.
3. Consider joining the Representative for a webinar to learn more about the RCY, the Deputy position and to ask questions:
  - **Tuesday, Sept. 28, 12:00 – 1:00 p.m. PST**
  - **Tuesday, Oct. 5, 4:00 – 5:00 p.m. PST**

To register for the webinar, please email Carissa Matheson, Manager, Executive Operations: [Carissa.matheson@rcybc.ca](mailto:Carissa.matheson@rcybc.ca).

4. Please note that a pre-recorded presentation and slides about the RCY and the Deputy position will be made available on the RCY [careers page](#).

#### **TO APPLY:**

1. Your application will include a cover letter and resume. In your cover letter, please address the following:
  - a. Your relevant work experience and how this meets the stated qualifications;
  - b. Your experience and approach to leading in situations that preference collaboration and relationship;
  - c. Your experience and perspectives when working on complex topics and systemic change;
  - d. Your approach to working in a culturally safe and anti-racist way, and the tools and practices that you bring to bear in doing so.
2. Include the position title and competition number on the cover letter and in the email subject line

3. Applications must be submitted by email to [jobs@rcybc.ca](mailto:jobs@rcybc.ca) by 11:00 p.m. PST on **Sunday, October 17, 2021.**

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. It is therefore most helpful if:

- Your resume and cover letter clearly specify how your education and experience meet the required job qualifications
- Your resume includes the month and year(s) for each job in your employment history as well as the job-related responsibilities.

Unfortunately, if it is not clear to the panel that you meet the education and experience requirements for the position, your application will not be considered further.

As clear, concise writing and a good eye for detail are requirements for this senior Executive role, please note that the content and/or format of your cover letter and resume will be evaluated as part of the assessment process.

**Only those applications submitted to the Office of the Representative for Children and Youth directly by email will be considered. Please DO NOT apply for this position by submitting your profile on the B.C. Government Hiring Centre website.**

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

**Your application must be received by 11:00 p.m. PST on Sunday, Oct. 17, 2021.**

***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:**  
**Crystal Lynam**  
**Human Resources Advisor**  
**[crystal.lynam@rcybc.ca](mailto:crystal.lynam@rcybc.ca)**