

Competition #90115**Office of the Representative for Children and Youth****Manager - Data, Reviews & Investigations****Band 3**

Full-Time, temporary (9 months) with the possibility of extension/becoming permanent under the *Public Service Act*

Location: Multiple Locations, B.C.

Salary: The starting salary for this Band 3 is \$77,700.20 - \$110,000.05. The starting salary for this position is \$80,800.00, subject to the considerations of the MCCF Compensation Guide 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. Working under the authority of the *Representative for Children and Youth Act and Regulations*, 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 for children and youth and reviews and sometimes investigates deaths and critical injuries of children and youth who are receiving services.

Reporting to the Executive Director, Reviews and Investigations (R&I), the Manager - Data is responsible for the overall input, management, quality assurance and analysis of Reviews and Investigations data in RCY's Case Information Tracking and Reporting database (CITAR). The Manager provides the Executive Director with data analysis and reporting products, as well as written summaries to inform strategic decision making at both the program and organizational level, to respond to data requests and to support knowledge mobilization. The Manager may lead or support the writing of various RCY reports. The Manager works with external partners such as the Regional Health Authorities to improve the reporting of critical injuries and deaths to the RCY. As a member of the leadership team, the Manager collaborates closely across the RCY to improve the use and interpretation of CITAR data and to support the development of a broader RCY data strategy. The Manager brings an understanding of the child-serving systems and a trauma informed lens to their work and commits to broadening and deepening their knowledge in this area.

The Manager - Data will be expected to develop an understanding of and capacity with Indigenous research methodologies and bring a thoughtful decolonizing lens to data stewardship including the management and oversight of R&I data collection, analysis and reporting.

Please note:

- Preference may be given to applicants who are Indigenous, Black or racialized, LGBTQ2SAI+, people with diverse gender identities or expressions, and/or people with disabilities.
- Preference may also be given to applicants with lived experience in the child welfare system. Lived experience could be through your own experiences in child welfare and/or involvement with child and youth rights.

- Preference may be given to those with experience working with the child serving system (child welfare, family service, guardianship, mental health, substance use, special needs, adoption, youth justice, residential care, health or early childhood development), or data from the child serving system.
- If you self-identify as having one or more of the identities listed above, or otherwise identify as having an identity typically under-represented in the public service, please indicate this in your application to assist us in the review process. We will hold your application in strictest confidence, sharing it only with the hiring panel.
- The position must be willing to travel to meet the operational needs of the Office, subject to public health recommendations on travel. This may 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.
- Most RCY positions, including the Manager, Data, Reviews and Investigations, are decentralized and staff are attached to hub locations for administrative purposes such as for travel status. Victoria and Prince George have physical RCY office locations.
- RCY is committed to supporting the health and safety of our staff and those we come into physical contact within the community in the course of our work, who include those most vulnerable to the COVID-19 virus. RCY has introduced a requirement for proof of vaccination against COVID-19. Everyone hired by RCY must agree to fulfil all vaccination requirements that apply to RCY employees. Accommodation will be considered for those who are unable to take the vaccine for a reason protected by the *BC Human Rights Code*
- This position is excluded from union membership
- An eligibility list may be established
- 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 by email 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 11:00 p.m., PDT on Monday August 8, 2022.

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

236-478-2796

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