



TITLE: Project Coordinator	CLASSIFICATION: Administrative Officer 18
POSITION NUMBER: 00130762 and 00133116	SUPERVISOR TITLE: Deputy Representative

ORGANIZATIONAL CONTEXT

The Representative for Children and Youth (RCY), 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 is mandated to provide direct advocacy support to children and youth who are connected to the child and youth service system; to monitor and review government services for children and youth; and review and investigate deaths and critical injuries of children and youth in BC.

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 in 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 and advocate for ways to address the over-representation of First Nations, Métis, Inuit and urban Indigenous children and youth in government care and connected to child welfare services; 2) meaningfully and ethically engage with children, youth, young adults and the community members who care about, 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.

JOB OVERVIEW

RCY works on projects that are systemic in nature, that connect the wisdom and experience of each of the RCY Teams, and that address complex issues. The Project Coordinator will be

expected to bring technical project coordination skills and abilities to support cross-team projects and ensure that consistent approaches to projects and communication are maintained.

Reporting to one of the two Deputy Representatives initially (*the reporting structure is still under review*), the Project Coordinator provides project coordination across RCY. They provide support and guidance across all RCY teams as they develop, plan, implement and close projects. The Project Coordinator works closely with other project related functions across RCY, connecting regularly with RCY administrative staff, with Executive Directors and managers, and with the Deputy Representatives.

The Project Coordinator is responsible for designing, improving and implementing effective project management methodologies throughout the RCY project life cycle and across a range of RCY report-related and internal projects (i.e., initiation, planning, engagement, implementation and mobilization). The Project Coordinator is responsible for all project planning, coordination and reporting functions. The Project Coordinator is directly responsible for assigned portions of some larger projects and liaises/coordinates with a number of ministries to track planning and implementation associated with RCY's public recommendations

ACCOUNTABILITIES

- Coordinates and provides process guidance to ensure alignment with accepted project coordination standards for a variety of projects which cross organizational boundaries, are high profile in terms of partner and community interest and office goals, have external collaborations, and significant assigned resources.
- Carries out the planning, implementation, and delivery of assigned portions of projects as a project team member.
- Identifies project risks and develops risk mitigation strategies and/or risk controls.
- Guides the formation and use of office-wide project management guidelines, procedures, formats, and templates and maintains project tracking systems.
- Tracks project activities, monitors project parameters and reports out on project scope, time, costs, risks, quality, communications, procurement, changes to human resources and integration with other projects.
- Tracks and analyses projects throughout the project life cycle and makes recommendations to re-allocate and adjust resources and timelines.
- Provides work direction to contracted resources, monitors delivery of services in relation to contract terms, resolves routine problems, and escalates non-compliance issues.

- Develops and manages all project documentation (e.g., project charter, project plan, status reports, approvals, and close-out), to reflect costs, timelines, risks, strategies, project structure, reporting expectations, and approval/management process.
- Coordinates and/or oversees the management of all records and documentation for the team, and sets up, establishes and maintains an ARCS / ORCS records management system including the storage, retrieval and destruction of records.
- Makes presentations on project status and options to guide decision making of Executive and team members.
- Conducts post implementation reviews to analyze findings, draw conclusions and produce reports.
- Acts as a resource at meetings and presentations with Executive and partners to provide project information.
- Leads and facilitates project planning sessions with senior managers and project participants to identify clear project goals and objectives, scope and deliverables and performance measures.
- Responds to standard queries raised by the public and/or partners.
- May supervise staff including assignment of work, development and evaluation of performance plans and approval of leave.

JOB REQUIREMENTS

Education and related experience

- Some post-secondary education or training in the area of project coordination.
- At least 3 years practical experience providing project coordination services for assigned projects.
- At least 3 years experience providing administrative and financial support services for a group of staff.
- Experience collaborating with project teams and coordinating a diverse team.
- Experience working in a child and youth service setting would be an asset.

The RCY recognizes and values the cultural and community knowledge and experience that is gained over time. Therefore, other forms of post-secondary education and/or training may be considered. For example:

- Structured, intentional teachings from Elders and Knowledge Keepers
- Professional development, including educational and learning opportunities
- Community and work experience in which skills and knowledge are developed over time.

Preference may be given to applicants as follows:

- Indigenous, Black or racialized, LGBTQ2S+, people with diverse gender identities or expressions, and/or people with disabilities.
- Those with BC public service experience.

To assist us with screening, please ensure your application clearly indicates that you self-identify as having one or more of the qualifications or identities listed above. Please note that if you have another 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.

Knowledge, skills and abilities

- Knowledge of the *Representative for Children and Youth Act* and other federal and provincial legislation related to Indigenous children, children's services and issues of interest or concern to youth.
- Knowledge of project management principles and practices.
- Excellent written and verbal presentation skills.
- A broad understanding of Canada's colonial history and its on-going influence on the lives of First Nations, Métis and Inuit families and children.
- Understanding child welfare and policy formation process within the public sector an asset.
- An ability to work in a collaborative environment on complex projects.
- Demonstrated ability to embed culturally safe and anti-racist approaches, restorative practice and an understanding of trauma into processes and resources.
- Demonstrated ability to apply principles of developmental and relational project management methodologies across the project life cycle.

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

BEHAVIOURAL COMPETENCIES

- **Cultural agility** is the ability to work respectfully, knowledgeably and effectively with First Nations, Metis and Inuit people.
- **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.
- **Initiative** involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be

seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver the organization's mandate

For more information on competencies, see:

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

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