

Competition # 104028
Office of the Representative for Children and Youth
Business Manager
Band 2

Permanent, full-time under the *Public Service Act*

Location: Victoria, B.C.

Salary: The salary range for Band 2 is \$74, 300.00 - \$105,000.04. The starting salary for this position is subject to the considerations of the MCCF Compensation Rules and RCY's salary administration policy.

This posting is to establish an eligibility list for current and future permanent and temporary opportunities. Temporary appointments resulting from this eligibility list may be extended or become permanent.

We are currently hiring one permanent position.

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 systems. 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 to review and investigate deaths and critical injuries of children and youth in B.C.

The Office of the Representative for Children and Youth hosts a Corporate Shared Services unit supporting BC's Office of the Human Rights Commissioner (BCOHRC). BCOHRC exists to address the root causes of inequality, discrimination and injustice in B.C. by shifting laws, policies, practices and cultures. They do this work through education, research, advocacy, inquiry and monitoring. The shared services provided include finance, facilities, information technology and privacy, and human resources.

Reporting to the Chief Financial Officer, the Business Manager is part of the finance team in the management, coordination, and delivery of centralized financial management services to support the operations of the Office of the Representative for Children and Youth and BC's Office of the Human Rights Commissioner.

The Business Manager is responsible for the provision of support, guidance, and advice to executive, managers and staff to ensure the effective and consistent delivery of contract administration and management, facilities management, business continuation and emergency management, and fleet and asset administration and monitors compliance with government legislation and policy, ethical and financial standards and appropriate business practices.

Please note:

Preference may be given to applicants as follows:

- Indigenous, Black or racialized, LGBTQ2SAI+, people with diverse gender identities or expressions, and/or people with disabilities.
- Completion of the BC Government Procurement and Contract Management program.
- Two (2) or more years recent experience processing accounts payable in BC provincial government using CAS (corporate accounting system).
- Five (5) or more years directly related contract administration experience in the BC government environment.

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.

- This position will be performed from the Victoria office with a part time option to work remotely.
- This position is excluded from union membership.
- 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 September 4, 2023

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
jobs@rcybc.ca**