



JOB DESCRIPTION

EXECUTIVE DIRECTOR, CORPORATE SERVICES AND CFO (EDCS)

Classification: Band 5
Position Number: 00143132
Supervisor title: Deputy Representative

WHO WE ARE

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.

We aspire to a legacy where children, youth, young adults and families served by the child and family serving systems receive timely, appropriate and compassionate support and services that they need, when they need it. We dream of a Province where all children and families thrive and where experiences of stigma, shame, judgment and racism have been eliminated.

RCY is committed to being 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. We are guided by value-based teachings from RCY Indigenous cultural advisors and aim to conduct ourselves in ways that foster and uphold relationships, respect, reciprocity, relevance, responsibility and repair or restoration. We are committed to the principles of cultural safety, anti-racism, trauma-awareness and understanding broader systems complexity. As Nations and communities work towards resumption of jurisdiction, RCY is committed to being of service and supporting those on their journey in ways that they define.

Reporting to the Deputy Representative responsible for Corporate Services (CS), the EDCS is accountable for the governance, strategic direction and on-going delivery of a set of core Corporate Services for RCY which includes finance, human resources, information management and technology, and administration. The EDCS holds the Chief Financial Officer (CFO) responsibility for RCY. RCY is in the process of decolonizing titles and the incumbent will support this process.

The EDCS is skilled in working in ways consistent with RCY's values and leads CS staff to function in a culturally safe, anti-racist and trauma informed way. The EDCS has a commitment to and a passion for deconstructing colonized corporate and financial policies and practices, and upholding Indigenous worldview. The EDCS works with RCY Executive to guide RCY's strategic

CS vision, goals, and a long range and innovative strategy for service improvement. The EDCS aligns resources to achieve significant and positive results.

As a member of the RCY Executive team, the EDCS is a strong leader who promotes integrity and accountability and who has well developed business acumen. While the EDCS has oversight of the full CS portfolio, the position has a specific focus on finance and therefore requires extensive financial technical expertise and experience. The incumbent is responsible for developing and executing the financial management strategies and CS service delivery framework for RCY in accordance with government policy as applied in an independent officer context.

The EDCS recommends and implements related programs, policies, procedures and systems in accordance with relevant legislation, public service financial management, information and data management and human resources policy, as well as Legislative Assembly and central agency requirements.

ROLE DUTIES

Corporate Services Leadership

- Actively engages with RCY Executive in the planning and execution of the organization's strategic agenda by providing CS expertise and leadership to improve strategic planning, implementation and resource utilization to meet relevant strategic and operational objectives.
- In alignment with RCY's larger vision and strategy, develops and implements a clear strategic approach to the operationalization of corporate frameworks that address a wide variety of human resource, organizational, financial, and technological risks and opportunities.
- Leads a multi-disciplinary team (e.g., finance, human resources, IM/IT) of directors and/or managers and translates the vision for the team, reflective of RCY's broader vision, to define clear business goals and objectives according to government and RCY principles, policies, legislation and regulation.
- Prepares short and long-term business plans to direct operational changes to enhance efficiency, reduce costs and achieve business outcomes.
- Builds strong networks, collaborative partnerships, and strategic relationships to jointly establish and support priorities, assess risks, align corporate activities with organizational objectives, and engage in the development and/or optimization of resource solutions.
- Leads and supports other Executive colleagues to deliver organization-wide operational initiatives and projects connected to the health and wellbeing of RCY (e.g. emergency response initiatives, organizational health and safety approaches, workplace wellness surveys and strategies, and workplace accessibility assessments and strategies).
- In collaboration with RCY Executive, oversees the development, maintenance and enhancement of corporate and finance policies, business processes, and practices, while upholding Indigenous worldview and decolonizing approaches, to meet the unique needs of RCY, in the context of the Office's commitment to cultural safety, anti-racism and

trauma informed practice, while also complying with legislation, regulations, standards and policies.

- Supervises senior CS staff and other staff as appropriate, including assignment of work, development and evaluation of performance plans, approval of leave, and initiation of disciplinary processes.
- Negotiates, monitors and oversees CS agreements between RCY and other public bodies.

Financial

- Develops and executes the strategic financial management and service delivery framework for RCY.
- In collaboration with RCY Executive, establishes the financial structure, processes, controls, and reporting for RCY to ensure finances are managed according to relevant legislation, regulation, policies, procedures and generally accepted accounting principles., and are in alignment with RCY's commitment to cultural safety, anti-racism, trauma informed practice and Indigenous ways of knowing.
- Directs and oversees the preparation and presentation of timely and accurate financial reports for both internal executive and central agency submission.
- Directs the planning, coordination, and preparation of the key external accountability documents including the annual and long-term capital and operating budgets and the annual Estimate of Resources, for presentation to the Legislative Assembly's Select Standing Committee on Finance and Government Services.
- Collaborates with RCY executive and leadership, program areas, Treasury Board Staff, the Office of the Comptroller General, and the Office of the Auditor General to identify and resolve emerging issues.
- Exercises delegated authority and responsibility for RCY's system of financial management administration and is subject to the functional direction and guidance of the Comptroller General in matters related to the government's system of financial management and administration.

Human Resource and IMIT Leadership

- Directs the development of short and long-term business plans for human resources management and ensures adherence to guiding legislation, corporate policies, and best practices in the areas of attracting talent, supporting professional development, individual and team performance, health and safety, workplace culture and succession management.
- Oversees and supports the creation and implementation of short and long-term business plans for data management and information technology for RCY, ensuring compliance with government legislation, policies and standards.
- Ensures the effective delivery of a full range of IT services ensuring systems meet the business needs of RCY and comply with the government's standards and policies.

QUALIFICATIONS

Education

- Professional accounting designation (CPA, CA, CGA, CMA) issued by a Canadian Accounting Association. Please note: if your designation was obtained from outside of Canada, you must confirm it has been assessed for equivalency through an applicable Canadian Accounting Association.

Experience

- Ten (10) years progressive experience establishing collaborative relationships with executive leaders and senior managers associated with managing financial activities and/or leading financial management change in which the incumbent will have gained the ability to act in the role of Chief Financial Officer in a similar organization.
- A minimum of five (5) years in progressively more senior positions working in the British Columbia Public Service, directing financial administration.
- Experience leading in a corporate services environment with oversight over finance, HR and IMIT.

Related recent (in the last 5 years) progressive experience may include:

- Leading and/or supervising budget, financial planning/analysis and accounts payable functions.
- Leading and/or supervising contract administration functions.
- Experience in providing strategic advice to executive management on policy and corporate services management issues.
- Involvement in the process of decolonizing organizational policies and practices.
- Demonstrated experience in building partnerships with a variety of internal and external stakeholders for the achievement of results.

An equivalent combination of education, training and experience may be considered.

Knowledge, Skills & Abilities

- Leadership, change management, and influence management skills.
- Ability to build and foster effective and collaborative relationships with senior leaders.
- Demonstrated ability to work in culturally safe and trauma informed ways and the application of this ability to corporate responsibilities.
- Knowledge of:
 - the structure and operations of the BC government
 - the role of the Independent Offices of the Legislature
 - accounting principles and the Financial Administration Act, and
 - the Public Service Act and related human resources regulations, policies and practices.
- Extensive knowledge of financial policies, internal controls, accounting and auditing principles and techniques to enable the provision of expert advice and counsel.

- Knowledge of information management/information technology and administration operations and systems.
- Extensive knowledge of strategic planning, procurement, risk management and negotiation strategies.
- Excellent communication skills (e.g., written, presentation and interpersonal).
- Ability to mediate, negotiate, consult, and manage issues to achieve financial objectives and business needs.

Please review the job posting on [RCY's careers page](#) for details regarding preferences and other specific requirements for this position.

COMPETENCIES

RCY Competencies

Cultural Agility is the ability to work respectfully, knowledgeably and effectively with Indigenous people and people of all cultures. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all.

Self-Discovery and Awareness means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour – and then intentionally seeking a way forward that positively impacts the interaction and relationship.

Building trust-based relationships requires a fundamental understanding that "relationship" is the foundation from which all activities happen and that building a good relationship takes time and commitment. It is a willingness to build a personal relationship in addition to a professional one, participating in open exchanges of experiences and culture. It requires a genuine, non-controlling approach and relies upon demonstrated integrity and transparency.

Position Specific Competencies:

Vision and goal setting involves knowledge and skills in establishing official and operative goals for the organization/units and to establish a system of measuring effectiveness of goal attainment.

Leadership implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which a person interacts regularly.

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.

For more information on competencies:

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

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