RC&Y | Representative for Children & Youth

JOB DESCRIPTION
DEPUTY REPRESENTATIVE, STRATEGY AND OPERATIONS

Classification:	**ADM Non-OIC**
Position Number:	**00118106**
Supervisor title:	**Representative for Children and Youth**
Location:	**Victoria, B.C.**

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 may investigate, 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 practice ways of being that honour relationships, and demonstrate respect, reciprocity, relevance, responsibility and restoration or repair. We are guided by principles underlying

cultural humility and agility, antiracism, and restorative approaches. We are a highly connected organization known for upholding child and youth rights and being a good ally. As First Nations and communities work towards self-determination and resumption of jurisdiction, RCY seeks guidance from and accompanies those on their journey in a supportive way.

The RCY has two Deputy Representatives. Both report directly to the Representative and are formally delegated responsibilities to contribute to the achievement of the Representative's mandated role. They work closely together holding discrete but interconnected portfolios. Both Deputies provide senior leadership, alongside the Representative, to the Office as a whole.

The Deputy Representative, Strategy and Operations leads the Corporate Services and Systemic Advocacy, First Nations, Metis and Inuit Research teams and provides leadership for the development, implementation and monitoring of the RCY strategic and service plans and outcomes framework. The Deputy also acts as the Ethics Advisor and Public Interest and Disclosure Officer for RCY.

The Deputy Representative is expected to bring a diverse body of knowledge and experience to the role in areas such as:

- Extensive knowledge about the histories of the First Nations, Metis and Inuit peoples and the lands within what is now known as Canada, with particular sensitivity to the historical and contemporary experiences of the 200+ First Nations in B.C.
- Experience within or in support of child, youth and family services and systems
- Knowledge of systems and complexity thinking and experience with leading, guiding and/or influencing systems change
- Knowledge and interpretation of relevant Provincial and Federal legislation and regulation, particularly legislation related to the work of RCY such as child welfare and services to Indigenous children and families, youth justice, health, mental health, post-majority supports, community living and childcare, and

- Knowledge and experience working with human rights-based frameworks and international conventions, particularly those related to children and youth, Indigenous Peoples, and persons with disabilities.

The Deputy Representative, Strategy and Operations is expected to exemplify leadership, strategic vision, cultural humility, ethical behaviour and discretion while working respectfully and effectively in all interactions.

ROLE DUTIES

Leadership and Strategy

- With the Executive Team, inspire and catalyze RCY's ongoing commitment to core values (6Rs) and to the 4 Principles of cultural safety and anti-racism, trauma informed practice, restorative practice and an embedded understanding of complexity.
- Lead the development of RCY's strategic plan, annual service plans and outcomes measurement framework (key performance indicators) to ensure organization-wide engagement, understanding and action.
- Lead or sponsor complex and sensitive initiatives such as progress monitoring reviews, systemic reviews, special reports, and annual reports.
- In collaboration with the Chief Financial Officer, prepare budget submissions and updates for the Select Standing Committee on Finance and Government Services.
- In collaboration with the Representative and external legal counsel, prepare submissions to the Select Standing Committee on Children and Youth in support of the statutorily required five-year reviews of the *Representative for Children and Youth Act* (*RCY Act*).

Operations

- Supervises the Executive Director of Corporate Services and CFO.
- Provides leadership and oversight for the development and on-going improvement of the Office's corporate functions including:
    - Budget and financial management strategies, policies and procedures

    - Human resource strategies, policies and procedures especially in support of staff recruitment and retention, engagement, well-being, development, and performance management
    - Information management and technology systems, strategies, policies and procedures, including information privacy and sharing, and RCY's management information systems.
    - Administration and operational policies, standards and procedures.
    - Project management and coordination on cross team initiatives and projects.
- Acts as the organization's Ethics Advisor and designated officer under the *Public Interest Disclosure Act.*
- Oversees all data privacy and confidentiality commitments, including data sharing agreements.
- Supports the Representative in presenting financial reports and budgets, reports and recommendations to the two Select Standing Committees of the Legislative Assembly – Children and Youth, and Finance and Government Services.

Policy and Systems Change

- Supervises the Executive Director, Systemic Advocacy and First Nations, Métis and Inuit Research (SAFNMIR).
- In collaboration with the Representative and executive colleagues, provides leadership and oversight to ensure progress on the collective responsibilities identified in the Don't Look Away report (July 2024).
- Provides oversight and leadership to the SAFNMIR team in the creative development of new approaches to monitor and report on government progress on RCY recommendations and identification of the barriers and enablers to systemic, legislative, policy, program and practice changes.
- As a thought partner with the SAFNMIR Executive Director, identifies the broader systemic issues and concerns that the Representative should be aware of and supports the team in bringing relevant information and insight to cross team discussion and planning.
- Leads or sponsors special projects and research undertaken by the SAFNMIR team in accordance with RCY's strategic priorities and service plan.

Legislation and Government Relations

- Acts as the primary contact for various external legal counsel on legal matters or inquiries and coordinates access to legal advice for RCY Executive.
- In collaboration with external legal counsel, guides the interpretation of the *RCY Act* and *Regulations* and all other areas of law related to the Representative's mandate.
- Secures legal advice in relation to statutory reviews of, and amendments to, the *RCY Act.*
- Facilitates training and support to RCY staff on relevant aspects of the *RCY Act* and *Regulations* and related legal matters, including support to the individual advocacy, systemic advocacy (monitoring), and reviews and investigations functions under the *RCY Act*.
- Coordinates legal and strategic policy advice and opinions to the Representative, Deputy Representatives, and the executive team of RCY on matters related to:
    - Designated and reviewable services for children and youth, young adults, and families, as well as other relevant legislation.
    - Matters arising from the application of the federal *An Act respecting First Nations, Inuit, and Métis children, youth and families* and the federal *Youth Criminal Justice Act* in the provincial context.
    - International human rights instruments relating to children and youth.
    - Corporate issues – finance, human resources and information privacy.
- Oversees the consolidated electronic legal reference library of legal advice and legal materials.
- Develops and sustains respectful working relationships with leaders in government ministries, authorities, and independent offices and negotiates/maintains formal Memoranda of Understanding or Protocols as appropriate and required.

QUALIFICATIONS

Education

A minimum of a bachelor's degree, and preferably a professional, master's or PhD degree in a relevant discipline such as social work, child and youth care, law, psychology, child development, public administration, education, health sciences, community development, Indigenous studies, Indigenous governance, sociology or criminology.

Experience

The Deputy Representative is a senior public servant, equivalent to an Assistant Deputy Minister. Given the sensitivity and intensity of the work and the need to work with and across a wide range of public bodies to support positive change, the Deputy role is appropriate for mid- and later-career leaders who have considerable and diverse experience in a number of areas.

Experience requirements are:

- At least 10 years in the public sector and/or community sector in a senior leadership role in Canada.
- Experience working with First Nations, Indigenous Governing Bodies, Elders, Matriarchs, Knowledge Keepers or Cultural Advisors, First Nations and Métis organizations and networks, and/or Indigenous youth and families.
- Experience in building and sustaining an extensive network of collaborative relationships with community and public sector organizations, specifically with a focus on children, youth and families.

Knowledge

- Knowledge and understanding of broader social service systems and the array of programs, services, policies and legislation relevant to children, youth, young adults and families in early childhood development, family support, child welfare, disability, mental health, substance use, youth justice and post-majority supports.
- Knowledge of provincial and federal government and cross-ministry relationships, and government and political process.

- Knowledge of the principles of complexity and systems change.
- A comprehensive understanding of leadership qualities and approaches, supported by professional learning and practical experience.

Skills & Abilities

The Deputy Representative must be able to demonstrate and model a high level of competence in the following skills and abilities:

- Self-reflection and humility.
- Thinking critically and strategically.
- Analyzing complex problems and finding solutions.
- Leading projects and multi-disciplinary teams
- Creating positive working environments to foster innovation, growth and change.
- Supporting and developing staff.
- Managing human and financial resources.
- Managing and navigating complex demands and competing priorities.
- Establishing respectful and collaborative working relationships with public officials, service providers, community-based advocates, Indigenous people and related organizations.
- Communicating through written and oral forms in ways that are clear, well-researched and engaging.
- Resolving tensions and conflicts associated with different perspectives and worldviews while also respectfully sustaining a focus on the well-being and interests of children, youth and young adults.
- Acting ethically, grounded in clear values and principles.
- Exercising the utmost discretion with highly sensitive and confidential issues.

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 a trust-based relationship 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:

In the context of RCY, these competencies are aligned with the Office's commitment to RCY's values (6Rs) and 4Ps and becoming expert in relational practice.

Executive Presence
Building Executive Presence involves knowledge and skills in influencing others and having an observable impact at the executive level, through personal credibility, leadership, confidence, and an understanding of other people's perspectives and interests.

- Getting ideas heard and using good judgement to achieve appropriate impact at an executive level.
- Building credibility based on using expertise in an honest and consistent manner.
- Using body language and visual image to convey confidence, engagement and composure.
- Thinking before speaking and stating own perspective confidently, even in the face of challenge by others who hold power or influence.
- Communicating effectively by using clear language and level of detail appropriate to the audience and being aware of their effect upon others.

Building Team orientation

This involves knowledge and skills in developing group identity, participative decision making and open and effective communication.

- Creating teams that have the right mix of people, that value all team members and recognize each team member's unique contribution.
- Fostering team cohesion by getting involved in the day-to-day events of the teams and the organization.
- Providing the information the teams need to achieve their goals and objectives.
- Involving team members in decision making when their commitment is important for implementation.

Designing strategy and structure

This involves knowledge and skills in the analysis of the environment and context, understanding the implications of the size and dynamics of the Office, and awareness of corporate constraints that influence strategy and structure.

- Taking constraints and opportunities into account when setting goals and making plans for the unit.
- Organizing people and resources in the Office to make the structure compatible with the Office's strategic plan.
- Adopting appropriate work methods, systems and processes for achieving the Office's goals.

- Ensuring that the Office's goals, structure, strategy and work methods all fit well together and are compatible with each other.

For more information on these competencies please refer to:
Competencies for Interviews & Hiring - Province of British Columbia
Indigenous Relations Behavioural Competencies - Province of British Columbia
BC Public Service competencies for Strategic Leaders