



The Office of the

ombudsperson

B.C.'s Independent Voice For Fairness

Job Profile:

**Executive Director: Public Interest Disclosure,
Systemic Investigations and Prevention Initiatives**

Classification:	Band 6	Position:	NEW
Reports to:	Deputy Ombudsperson	Location:	Victoria
Organization:	Office of the Ombudsperson BC		

Context:

This position directs a multi-disciplinary team of managers and professionals to implement provincial public interest disclosure legislation, oversees systemic investigations, and develops prevention and culture change initiatives for public authorities to ensure practices are administratively fair. The Executive Director also provides expert advice to the Ombudsperson, the Deputy Ombudsperson, co-ordinated with other senior staff, and ensures an aligned approach across the three teams.

Job Overview:

The Executive Director is responsible for leading and directing the public interest disclosure, prevention initiatives and systemic investigative functions of the Office of the Ombudsperson.

Accountabilities:

- Leads the development and phased implementation of the Ombudsperson's role under the Public Interest Disclosure Act, 2018 in public bodies.
- Leads the development of relationships and protocols with public bodies, agencies and governments, and other stakeholders to ensure successful implementation of legislated responsibilities.
- Develops the Public Interest Disclosure program including the implementation of the legislation to ensure Office objectives are met.
- Provides expert advice on matters of legislation interpretation, policy, and jurisdiction based on appropriate and defensible research.
- Oversees the carrying out of systemic investigations under the Ombudsperson Act.
- Delivers components of the Office's strategic and service plans.
- Oversees Prevention Initiatives project and program and related evaluation.
- Collaborates with federal and provincial counterparts and proactively liaises with senior and executive representatives on joint-jurisdictional interests.
- Leads and directs multi-disciplinary teams of professionals.
- Serves as a key member of the Senior Management Team.
- Develops and delivers content for the Ombudsperson's Annual Report.

- Maintains a professional working relationship with senior officials within the provincial and local broader public sector.
- Maintains a professional working relationship with counterparts from other Offices of the Legislature within BC and parliamentary Ombudsperson Offices and Public Interest Disclosure Offices across Canada.
- Manages human resources, budgets, contracts, agreements and other parameters of program and service delivery.
- Supervises staff, including assignment of work, development and evaluation of performance plans, approval of leave, and initiation of disciplinary processes.

Qualifications and Competencies:

Education and Experience:

- University degree in a related discipline.
- Minimum 10 years of investigative experience in statutory compliance, public sector oversight, or other public administration capacities.
- Minimum of 5 years of progressively more responsible experience in public sector management roles.

Knowledge, Skills and Abilities:

- Demonstrated expertise in the principles of administrative fairness and natural justice.
- Extensive knowledge and understanding of investigative techniques, problem solving and administrative law.
- Knowledge of the *Ombudsperson Act* and related regulations, policies and practices.
- Knowledge of issues relating to administration of public interest disclosure laws and practices in Canada including understanding of BC's Public Interest Disclosure Act.
- Ability to contribute to strategic decision-making and develop, implement and monitor policies, standards and procedures.
- Experience in developing and maintaining inter-agency relationships while concurrently maintaining organizational independence.
- Ability to lead complex initiatives, interpret legislation and policy and recommend appropriate strategies or processes for investigation and resolution.
- Ability to lead and manage multi-disciplinary teams of professionals, including conducting performance assessments, coaching, team building, mentoring and directing staff.
- Demonstrated ability to exercise the utmost discretion with highly sensitive and confidential issues.
- Demonstrated ability to reference and interpret complex legislation, regulations, policies and practices to determine an appropriate course of action.
- Ability to analyze and solve problems and to lead multiple projects or tasks.

Competencies:

- **Building Strategic Alliances** involves knowledge and skills to engage in internal and external stakeholder analysis and to negotiate agreements and alliances based on a full understanding of power and politics.
- **Integrity** refers to actions that are consistent with what one says are important. People with integrity “walk the talk” by communicating intentions, ideas and feelings openly and directly, and welcoming openness and honesty even in difficult negotiations.
- **Corporate entrepreneurship** focuses on venture creation, governance, differentiation and integration of new ventures within the organization.
- **Strategic Thinking.** Practicing Strategic Thinking in translating the vision to goals and strategies, and support their accomplishment through facilitation and leading change. It is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.
- **Motivating for peak performance** involves knowledge and skills in using motivational techniques such as job design, role clarification, reward systems and performance appraisal to motivate optimum subordinate performance.
- **Communicating effectively** involves good presentation skills (verbal and written), careful listening, problem framing and use of presentation technologies.
- **Developing people** involves knowledge and skills such as mentoring, performance evaluation and feedback, career planning and coaching to enhance subordinates growth and development.

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<http://www.bcombudsperson.ca/>