



Job Posting:

Policy Analyst

Administrative Officer 21

Two temporary positions available

Salary: \$56,478.64 - \$64,337.78

Victoria, B.C.

Apply your analytical skills to support policy development in a dynamic and growing Office dedicated to ensuring fair treatment of British Columbians.

This posting is for two (2) one-year temporary full-time Policy Analyst positions. The successful candidates will be assigned to one of two teams.

The Public Interest Disclosure Implementation Team

The Office has been newly mandated under the *Public Interest Disclosure Act* (PIDA) to investigate allegations of wrongdoing made by employees or former employees of the public service and to provide support to other public bodies that have responsibilities under PIDA.

The Policy and Research Team

The office is implementing initiatives to modernize and improve its front-line services and its internal frameworks to support operational program areas through effective policy, research and knowledge management. The Policy Analyst will conduct research and policy analysis in support of three main program areas: intake and early resolution policy and practice, office-wide administrative policy review and development, and knowledge management and library services.

QUALIFICATIONS:

This position will be of interest to applicants who can demonstrate the required qualifications, including a university degree in a related field and experience conducting policy analysis, researching policy issues, and writing policies and procedures.

An equivalent combination of education and experience may be considered.

An eligibility list may be established to fill similar future vacancies in a full-time temporary or permanent capacity. Temporary positions may become full-time, permanent status. This position is excluded from union membership.

TO APPLY:

DO NOT submit your application for this position through the BC Government Hiring Centre website. Applications submitted through the BC Government Hiring Centre will not be considered.

To apply for this position you must submit a complete application package which includes three documents:

- 1) A cover letter;**
- 2) Your resume; and**
- 3) A completed job qualifications grid.**

Your resume and job qualifications grid must clearly identify how your education and experience meet the position requirements. In describing your education and experience, please pay particular attention to the position description including the competencies and selection criteria.

Please complete and attach the required documents in Microsoft Word or PDF format to your e-mail submission. Only complete application packages received by the Office of the Ombudsperson by email through the competition mailbox identified by **12:00 p.m. (noon) (PST) on Friday, February 8, 2019** will be considered. Incomplete applications or late applications will not be evaluated or acknowledged, and only those applicants who pass all initial screening requirements will be considered for the next step in the selection process.

Your application package must be submitted by email to: Competition57829@bcombudsperson.ca

If you have questions related to the competition process, please contact Julia Vossen, HR Advisor, at JVossen@bcombudsperson.ca.

Competition Req #: **57829**

Closing Date: **Friday, February 8, 2019 at 12:00 p.m. (noon) (PST)**

BC's Ombudsperson - <http://www.bcombudsperson.ca/>