

JOB TITLE		CLASSIFICATION	COMPENSATION RATE
Manager, Commission Operations		Management Band 2	\$80,000 to \$94,000 annually
NUMBER OF POSITIONS	WORK TERM (START AND END DATES)	WORK GROUP OR LOCATION(S)	Date:
1	January 2022 to May 2023	Victoria	November 22, 2021

PURPOSE OF THE POSITION

The BC Electoral Boundaries Commission is an independent and non-partisan organization appointed to review provincial electoral districts. The Boundaries Commission will make proposals to the Legislative Assembly on the area, boundaries and names of electoral districts to be used for the next two provincial general elections.

The Commission has a legislated mandate to establish effective representation for British Columbians. The Commission makes recommendations to achieve, to the extent possible, the fundamental democratic principle that everyone’s vote should be reasonably equal in weight in choosing Members of the Legislative Assembly (MLAs). The Commission considers population, geography, means of communication and transportation, and any special geographic or demographic considerations to help ensure effective representation throughout the province. The Commission seeks community input through a province-wide consultation before developing its recommendations.

The Commission is a temporary organization, established for approximately 18 months, from November 2021. The Commission must submit a preliminary report to the Legislative Assembly within a year of the commission’s appointment, and a final report within six months of the release of the preliminary report.

The Manager, Commission Operations is a key resource to Commissioners in the establishment of Commission operations, and provides leadership to Commission staff. The Manager leads the development, implementation and evaluation of all major projects for the Commission, including the public consultation process and the production of Commission reports. The Manager directs the public hearing travel schedule, and travels with the Commission to ensure the smooth delivery of the public consultation process. The Manager ensures all related projects are completed in accordance with the project plan and project management standards, from concept to completion.

Elections BC provides secretariat services to the Commission. The Manager, Commission Operations collaborates with the Boundaries Commission Secretariat Management Committee at Elections BC to ensure Commission operations are handled professionally and in accordance with legislation, policy and procedures.

JOB DUTIES AND TASKS:

1. Leads day to day operations for the Commission:

- Develops and implements operational and administrative programs and services consistent with Commission objectives and legislated deliverables and timelines.
- Coordinates and manages activities relating to human resource management.
- Provides direction and control over administrative and office systems, records management, travel arrangements, occupational health and safety, security, asset management and other measures to ensure efficient and effective operations.
- Develops and maintains partnerships with internal and external stakeholders to achieve the operational mandate.
- Conducts ongoing communication and negotiation with stakeholders, including management staff at Elections BC, to ensure resolution of operational issues and ensure a coordinated approach to operations.
- Makes recommendations and adjusts work assignments to determine the appropriate resourcing levels (staff, contractors, budget) to deliver operations.
- Manages expenditures, providing regular financial reporting to Commissioners and ensuring compliance with financial reporting and expense policies and procedures.
- Manages the flow of information and internal and external communications.

2. Leads major projects in accordance with project management standards:

- Develops project plans and related work plans.
- Provides direction to staff on assigned projects, including assignment of work, development and evaluation of plans, and approval of leave.
- Leads the implementation of projects by planning the approach, selecting team members, setting milestones, monitoring and reporting on outcomes, identifying linkages with other projects, and resolving conflicting priorities.
- Develops performance standards and measures, and monitors and tracks outcomes.
- Makes presentations and provides advice to Commissioners and the Boundaries Commission Secretariat Management Committee on the status of projects.
- Plans and conducts project evaluations and post-implementation reviews, documenting findings for future reference.

3. Provides confidential executive support to Commissioners

- Identifies critical and emerging issues and consults with senior officials on approaches and alternatives; anticipates political and sensitive issues, researches information, gathers facts, identifies resource requirements, develops alternatives and coordinates a timely response.
- Coordinates issues management and internal and external communication.
- Applies subject matter knowledge to lead responses to public inquiries and Commission correspondence, involving highly sensitive and confidential issues.
- Plans and organizes Commission meetings, including recording and distributing minutes of Commission meetings.

4. Manages key activities such as the public hearing process and the development of statutory and legislative reports

- Develops and directs the public hearing travel schedule, ensuring travel and venue arrangements are in place, overseeing the preparing/shipping of supplies and materials, and leading event management activities throughout the duration of the hearing periods.
- Travels with the Commissioners to lead public hearing event management activities, including coordinating travel arrangements, venue set up and supervising the work of staff
- Oversees report content development, writes sections of reports, provides professional editing and ensures consistency with style guides and other templates.

5. Performs other related duties as required or directed by Commissioners.

QUALIFICATIONS:

Education and Experience:

- Degree in business administration, public administration, or related field and a minimum of two years of recent, related experience, or an equivalent combination of education and experience, such as:
 - Diploma and three years of recent, related experience
 - Certificate and four years of recent, related experience
 - Five years of recent, related experience
- Related experience must include:
 - leading large scale and complex projects
 - managing diverse workloads effectively and independently
 - supervising staff
 - participating in and guiding project teams and committees
 - responding to financial, human resources and administrative issues
 - preparing written and oral communications, including conveying, interpreting and presenting data and information to senior executives

Preference may be given to applicants with:

- research and policy development, preferably at a senior level
- project management certification (PMP or equivalent)

Applicants must be willing and able to:

- Fulfil the requirement to act as a non-partisan representative of the Commission.
- Travel frequently to locations throughout the province.
- Work outside normal business hours, occasionally, to meet deadlines.
- Apply tact and diplomacy and interact effectively with stakeholders who may be emotional or uncooperative and/or lack an understanding of legal and regulatory requirements.

NOTE: Successful completion of security screening requirements of the BC Public Service (a criminal records check) may be required.

Knowledge Skills and Abilities:

- Broad understanding of the electoral process in B.C.
- Knowledge of project management methodologies, tools, and techniques.
- Strong ability and proven track record to manage multiple projects and to prioritize work.
- Excellent critical thinking skills, written and verbal communication skills, and the ability to analyze and document complex situations.
- Ability to communicate effectively: involves good presentation skills (verbal and written), careful listening, problem framing and use of presentation technologies.
- Ability to manage organizational resources.
- Excellent organization and priority-setting abilities.
- Effective problem-solving abilities using innovative approaches and good judgment to identify approaches.
- Ability to maintain confidentiality and tact when dealing with confidential and sensitive information and issues
- Ability to work under pressure meet deadlines.
- Ability to work in a team and to work without constant supervision.
- Ability to utilize strong interpersonal skills to communicate effectively with Commissioners and staff.
- Excellent attention to detail.

Competencies

- Leadership
- Developing Others
- Business Acumen
- Service Orientation
- Results Orientation
- Teamwork and Co-operation
- Problem Solving/Judgment
- Planning, Organizing and Coordinating

Link to competency definitions: <https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/about-competencies>