

**Executive Coordinator  
Band 1**

**Salary range: $57,100.09 - $81,400.18  
Starting salary will be commensurate with relevant education and experience  
  
Temporary 12 month, Full-Time   
Victoria, BC**

Reporting to the Police Complaint Commissioner (PCC), the Executive Coordinator provides confidential executive support services to the PCC and the Deputy Police Complaint Commissioner (DPCC). This position also supports the effective delivery of operational and administrative support services to the Office in support and collaboration with the Executive Team.

**The position supports the development of Statutory and Legislative Reports such as the annual report, service plan and budget submissions, coordinates issues management, and leads projects.   
  
Qualifications**

This position will be of interest to applicants who demonstrate the following:

Required Qualifications:

* Completion of relevant post-secondary training or equivalent.
* Minimum 1-year experience:
  + Experience in a senior administrative role.
  + Experience dealing with highly confidential and sensitive issues.
  + Excellent organizational skills to manage diverse workloads effectively and independently.
* Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the Commissioner.

Preferred Qualifications:

* Preference may be given to candidates with more than one year of experience.

Complete qualifications, including competencies, are outlined in the **job profile**. The job profile and the required job qualifications grid are linked at the bottom of this posting.

This posting is for one temporary (12 months), full-time position. An eligibility list may be established to fill same or similar future permanent or temporary vacancies. Temporary positions may become full-time, permanent status. This position is excluded from union membership. Travel and/or telework may be required.

To apply for this position, you must be eligible to work in Canada. You must be a Canadian citizen or permanent resident of Canada or authorized in writing to work in Canada under the federal *Immigration Act*. For further information, please refer to the [BC Public Service website](https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/current-job-postings/apply).

The Office of the Police Complaint Commissioner has introduced requirements for employees regarding vaccination against COVID-19. Among other possible measures, proof of vaccination will be required of OPCC staff by November 22, 2021. It is a term of acceptance of employment that you agree to comply with all vaccination requirements that apply to the OPCC. More information about the vaccination policy in the BC Public Service can be found at:  <https://www2.gov.bc.ca/assets/gov/careers/about-the-bc-public-service/covid19_vaccination_faqs.pdf>.

For more information on the Office of the Police Complaint Commissioner, please visit <http://www.opcc.bc.ca/>.

**TO APPLY:**

**Your application package must be submitted by email to** [**Recruitment@opcc.bc.ca**](mailto:Recruitment@opcc.bc.ca)**, quoting the competition number 82106 in the subject line.**

To apply for this position, you must submit a complete application package which includes two (2) documents:

1. Your resume
2. A completed job qualifications grid

Your job qualifications grid and resume must **clearly** identify how your education and experience meet the position requirements and preferred qualifications. In describing your education and experience, please pay particular attention to the job profile, including the selection criteria. The OPCC recognizes unique styles, perspectives, beliefs and creativity that support a diverse, respectful, inclusive and collaborative work environment. We encourage you to highlight these in your application to us.

Applicants who identify as Indigenous may choose to seek assistance with their application by accessing the [Indigenous Applicant Advisory Service](https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/indigenous-applicant-advisory-service) available through the BC Public Service.

Following the instructions above, only those applications received by **12:00 pm PST (noon) on Friday, December 3, 2021** 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.

**NOTE:** If your degree was obtained outside of Canada, you will need to confirm it has been assessed for equivalency through the International Credential Evaluation Services ([ICES](http://www.bcit.ca/ices/)). Confirmation for equivalency for your degree is required for you to be considered.

Candidates may be required to complete a written assignment as part of the selection process.

If you have questions related to the application process, please contact the HR team at [**Recruitment@opcc.bc.ca**](mailto:Recruitment@opcc.bc.ca)**,** quoting the competition number.

**Office of the Police Complaint Commissioner**

*Engaging in effective civilian oversight that provides accountability*

*and builds public confidence in policing.*

[www.opcc.bc.ca](https://www.opcc.bc.ca/)