

## Job Profile: Executive Coordinator

<b>Classification:</b>	Band 1	<b>Position:</b>	71822
<b>Reports to:</b>	Police Complaint Commissioner	<b>Location:</b>	Victoria, BC
<b>Last update:</b>	November 3, 2021		

### CONTEXT:

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 project coordination, as well as operational and administrative support services to the Office in support and collaboration with the Executive Team.

### JOB OVERVIEW:

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.

### ACCOUNTABILITIES:

- Coordinates the development of the OPCC statutory documentation such as the Annual Report, Service Plan, and Budget Submission and identifies and resolves conflicting priorities; develops performance standards and measures, and monitors and tracks outcomes.
- Manages issues, identifies critical and emerging issues and consults with senior officials on approaches and alternatives; anticipates sensitive issues, researches information, gathers facts, identifies resource requirements, develops alternatives and coordinates a timely response.
- Coordinates Management Team meetings and monitors projects and assignments.
- Attends meetings on behalf of the PCC to gather information, identify issues and to report out on goals, priorities and funding implications.
- Coordinates PCC communications functions, identifies, researches and responds to external and internal enquiries involving highly sensitive and confidential issues, and writes responses for signature of the PCC and DPCC.
- Leads cross-program projects, plans the approach, selects members, sets milestones, monitors and reports on outcomes and identifies linkages with other projects within the OPCC.
- Develops and implements new or amended business operations policies in conjunction with senior managers and executives.
- Assists with financial and budget planning and expenditure tracking.

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- Assists with the coordination of specific activities relating to human resource management such as staffing, performance plans and organizational changes.
  - Organizes and maintains office facilities, space planning, remote working arrangements, equipment maintenance, and furniture and asset management.
  - Provides leadership, guidance and supervision to clerical staff or administrative contractors.
  - On behalf of the PCC ensures quality control over OPCC publications, reports and other similar documents are published with the highest content and production standards.
  - Supports the coordination of adjudicative reviews, ensuring consistency and quality control of all related documentation and records.
  - Other duties as required.

## **SELECTION CRITERIA:**

### **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.

## **Knowledge, Skills and Abilities**

- Knowledge of the mandate and operation of the Office of the Police Complaint Commissioner and the *Police Act*.
- Ability to effectively and professionally communicate both verbally and in writing.
- Exceptional organizational skills with the ability to meet deadlines, organize and prioritize high volumes of time sensitive and confidential work.
- Knowledge and demonstrated ability to function in a Band 1 capacity.

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### Behavioral Competencies:

- **Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.
- **Organizational Awareness** is the acumen to appreciate and the ability to use the power relationships in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.
- **Teamwork and Cooperation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, colleagues, partners (e.g. educational institutes, non-government organizations, etc.), co-workers, peers, branches, **ministries/agencies** and other government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.

### Indigenous Relations Behavioural Competencies:

- **Process Orientation** places a priority on how things are done. It is a willingness to remain open and follow in new directions. It means setting aside mainstream ways of achieving results and instead following culturally respectful processes that also produce results. It is letting go of agendas or the need to control, and trusting that the appropriate outcome will emerge from a good journey together. It means accepting that both the use of process orientation and a good relationship are concrete results.
- **Collaborative Planning, Organizing, And Coordinating** involves shared planning, establishing priorities jointly, and assigning resources accordingly, with sensitivity to the competing demands faced by Indigenous people. It is expressed by building plans together prior to acting, and ensuring that plans and resourcing align with their evolving interests and needs. It involves timely monitoring, evaluation and work refinement to deliver on the BC Public Service mandate of supporting Indigenous self-determination. It means developing staff orientation and managing knowledge so that when a new employee takes up a position within an already established relationship, educating the employee does not automatically and continually fall to Indigenous people.
- **Ingenuity** is the quality of being inventive and creative when faced with a variation in BC Public Service objectives and those of Indigenous people. It involves dealing with problems in original and creative ways that seek commonalities and links rather than gaps and differences. It is approaching issues with a willingness to question one's assumptions and to take risks outside of common ways of thinking and doing. The value of courage may be strongly demonstrated when using ingenuity.

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- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview, and the culture of the BC Public Service, and to notice their commonalities, and distinctions with Indigenous cultures, and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

**Office of the Police Complaint Commissioner**

*Engaging in effective civilian oversight that provides accountability  
and builds public confidence in policing.*

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