



OMBUDSPERSON
BRITISH COLUMBIA

Job Posting:

Executive Director, Intake and Investigation

Band 5 – Permanent, Full-Time

Salary Range: \$107,800.20 – 137,500.00

Bring your vision, leadership and strategic planning skills to this important role.

The Executive Director leads a multi-disciplinary team of managers in the delivery of ombudsperson services ensuring intake and investigations are conducted in a timely, fair, thorough and impartial manner. This is achieved through the development and implementation of effective intake and investigative policies, procedures and practices, as well as conducting reviews of files and investigations as required to ensure consistency and service quality. The Executive Director provides expert advice to the Deputy Ombudsperson and the Ombudsperson on matters of policy, jurisdiction, issues, trends and resources. Under the authority delegated by the Ombudsperson, this position exercises considerable responsibility interfacing with government ministries and the broader public sector.

The Executive Director provides leadership for the development and implementation of intake, investigative and early resolution frameworks and strategies required to deliver timely, fair, thorough and impartial investigative and intake services. The Executive Director retains investigatory oversight of files until an investigation leads to a report and is then transferred to the Director, Public Reporting, Policy and Knowledge Management.

As BC's independent voice for fairness, our Office's work is challenging, meaningful, and rewarding. Join us and become part of a team that is proud of the work we do. Find out more information about what we offer [here](#).

Complete qualifications, including competencies, are outlined in the job profile. The job profile is available in the posting found at: <https://bcombudsperson.ca/about/careers/current-opportunities/>

This posting is for one permanent, full-time opportunity. 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.

This position may temporarily be performed virtually due to the current extraordinary circumstances related to COVID-19. This may remain in place until public health advisories are lifted, in consultation with the supervisor.

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 online by visiting the Careers page on our website at [Office of the Ombudsperson](#).

The application package must include two documents:

1) Your cover letter;

Please note, preference will be given to applicants who self-identify as Indigenous, Black or racialized, women, people with diverse gender identities or expressions and people with a disability. Please self-identify in your cover letter. No preference will be given to applicants who do not self-identify. Personal information in the cover letter will be used exclusively for the purposes of this competition process.

2) Your resume

Your application package must clearly demonstrate how your education and experience meet the qualifications for the position. You must identify which positions you are relying upon to meet the criterion of relevant experience and how the position meets that criterion. In describing your education and experience, please pay particular attention to the position description including the competencies and selection criteria.

Applicants who identify as Indigenous may choose to seek assistance with their application by accessing the [Indigenous Applicant Advisory Service](#) available through the BC Public Service.

Please ensure your application package is received no later than **12:00 (noon) PDT, Monday, November 1, 2021**. Only complete application packages received by the Office of the Ombudsperson through the [online application process](#) 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. Candidates may be asked to complete a written assignment as part of the selection process.

NOTE: 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](#). 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](#)). Confirmation for equivalency for your degree is required for you to be considered.

BC Ombudsperson – B.C.'s Independent Voice for Fairness

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