



Position Title: Director, Human Resources	Supervisor Title: Assistant Auditor General, Critical Audit Support Services
Classification: Band 4	Supervisor Position #: 00103785
Work Unit: Critical Audit Support Services	Office: Office of the Auditor General

CONTEXT

The Office of the Auditor General (OAG) serves and reports to the Legislative Assembly of B.C. by providing independent assessments of the provincial government's operations and financial statements. Staff assist the Auditor General in fulfilling that mandate.

The work of the Auditor General spans all provincial government ministries, as well as Crown corporations, and the broader public sector. The Auditor General's reports are presented to the Legislative Assembly and made public. Through these reports, the Auditor General assists the elected members of the Legislative Assembly to hold government accountable and improve the delivery of services to the public.

OVERVIEW

Reporting to the Assistant Auditor General, Critical Audit Support Services, the Director, Human Resources (Director) is responsible for developing, implementing, and evaluating strategic and operational human resource programs and services that support OAG executive, managers and employees. The Director ensures HR management services, programs, and priorities align with OAG executive direction and priorities.

ACCOUNTABILITIES

- Works as strategic partner and trusted HR expert, provides consulting support, advice, and guidance on all HR management topics and emerging issues; maintains a broad organizational perspective to ensure alignment with the OAG's strategic objectives.
- Exhibits a strong understanding of the OAG's strategic priorities and establishes linkages to HR operational functions and programming; establishes the unit's goals and objectives, monitors effectiveness, and ensures overall alignment with business goals.
- Works proactively with executive and managers to identify organizational needs; develops, and implements workforce analysis, planning, talent acquisition and retention strategies encompassing: onboarding, succession planning, employee development/learning, and recognition programs.
- Functions as a member of OAG Leadership Committee; contributes to internal committees and working groups by providing financial management expertise and leadership.
- Oversees the development of internal HR administrative systems, processes, and tools to enhance organizational efficiency; ensures availability of accurate information and data reporting to support HR planning and executive decision making.
- Consults and provides expertise and support to executive on organization design and strategic change initiatives.
- Ensures the HR team has the capacity, skills, and expertise to support the needs of the organization, and that unit priorities are aligned with executive decisions.
- Provides oversight on compliance with human resource policies, applicable legislation, the OAG Code of Ethics and Professional Conduct, and other regulatory requirements; consults with appropriate expertise/resources as required to ensure alignment with all requirements.
- Plans, develops, and administers the HR operating budget.
- Represents the OAG and manages effective working relationships with a variety of external HR partners and resources including other independent offices, legislative audit offices, and the BC Public Service Agency.

- Works collaboratively with OAG executive; promotes progressive/best HR practices throughout the organization; coaches and supports HR skill development for senior leaders.
- Oversees management of total rewards and related functions including job design/descriptions and job classification; provides leadership and advice to advance principles of equity, fairness and compliance with the OAG's compensation policy.
- Leads project planning, design and implementation; manages project budgets and ensures project objectives are achieved.
- Participates in OAG executive, leadership meetings, and HR committee work, provides strategic HR-related decision-making support.
- Evaluates OAG HR policies and procedures, identifies issues and/or opportunities and makes recommendations to executive.

JOB REQUIREMENTS

Education and Experience

- Bachelor's degree in human resources, organizational development, business administration or a related field and a minimum of five years experience that includes providing senior level HR leadership OR and an equivalent combination of education, training and experience.
- Experience leading and coaching multi-disciplinary senior management teams in the development and implementation of diverse HR initiatives and topics.
- Experience developing and implementing effective internal HR systems, processes, and procedures.
- Experience leading and supervising a team of professional HR employees.

Knowledge, Skills and Abilities

- Ability to be flexible and adapt to quickly changing priorities.
- Ability to keep one's emotions under control and restrain negative actions when provoked, faced with opposition or hostility from others, or when working under stress. It also includes the ability to maintain stamina under continuing stress.
- Strong ability to work calmly and professionally under tight deadlines and highly demanding situations.
- Ability to handle sensitive complex issues with tact in a calm, professional manner.
- Ability build strong working relationships with leadership.
- Strong ability to work collaboratively with executive and implementing strategic HR priorities.
- Knowledge of operational HR best practices and processes.

Preferences

- Preference may be given to those who have combined experience working in the B.C. public service and private sector.
- Preference may be given to those who have experience working in an independent legislative office.
- Preference may be given to those who have their Chartered Professional Human Resources (CPHR) designation in good standing.
- Preference may be given to those who have experience coaching managers and senior leaders on employee development and performance management.

BEHAVIOURAL COMPETENCIES

Leading People

Change Management	is the ability to support a change initiative that has been mandated within the organization. It involves helping the organization's members understand what the change means to them, and providing the ongoing guidance and support that will maintain enthusiasm and commitment to the change process. People with this competency willingly embrace and champion change. They take advantage of every opportunity to explain their vision of the future to others and gain their buy-in.
Developing Self and Others	involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance and mentoring. Its focus is on developmental intent and effect rather than on a formal role of training. For this competency to be considered, the individual's actions should be driven by a genuine desire to develop others, rather than by a need to transfer adequate skills to complete tasks. It also involves proactively taking actions to improve personal capability. It also involves being willing to assess one's own level of development or expertise relative to one's current job, or as part of focused career planning.
Leadership	implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.

Achieving Business Results

Analytical Thinking	is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
Problem Solving and Judgment	is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Personal Effectiveness

Building Partnerships	is the ability to build long-term or ongoing relationships with stakeholders (e.g., someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder.
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Interpersonal Relationships

Conflict Management	is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts 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.

Equity, Diversity and Inclusion

Cultural Agility	is the ability to work respectfully, knowledgeably, and effectively with Indigenous people and/or people from different social, ethnic and/or cultural backgrounds, cultures and identities. It is noticing and readily adapting to cultural uniqueness 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 Office of the Auditor General, 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.
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