

**TITLE:** EXECUTIVE DIRECTOR, INFORMATION MANAGEMENT AND TECHNOLOGY

**CLASSIFICATION:** BAND 5

**ORGANIZATION:** OFFICE OF THE AUDITOR GENERAL OF B.C.

**WORK UNIT:** CRITICAL AUDIT SUPPORT SERVICES

**SUPERVISOR TITLE:** ASSISTANT AUDITOR GENERAL

**SUPERVISOR POSITION #:** 00103785

## **JOB OVERVIEW**

Reporting to the Assistant Auditor General, Critical Audit Support Services (CASS), the Executive Director provides vision, strategic leadership, and staff management to the Information and Technology Services (ITS) department, enabling the delivery of information management and technology solutions and initiatives that improve service quality, access, and cost effectiveness.

Ensuring the work related to both people and product is aligned with the OAG's strategic plan, vision, mission, values, and goals, the Executive Director plays a critical role in enabling organization effectiveness through modern, secure and client-focused information management and technology services. As a member of the CASS leadership team, the Executive Director plays a critical role in enabling the office's audit mandate through strategic leadership of enterprise-wide information management and technology services.

## **ACCOUNTABILITIES**

- Leads the development and implementation of a vision and plan for information management, information technology, and cybersecurity for the OAG that is aligned with the OAG's strategic goals and optimizes information management and technology for business impact, operational excellence, and future orientation.
- Oversees the development of enterprise information architecture and information programs that support all lines of business, and provides the right information to the right people at the right time.
- Oversees the development of technology, applications, and data standards for large and diverse electronic information delivery systems via an enterprise-wide project management structure. Ensures that appropriate design guidelines are developed and updated, reports are provided, and system designs will achieve business unit goals. Promotes value for money investments.
- Oversees accountability for disaster recovery, business continuity planning, information management and technology budgets, security, e-services, business architecture, applications, and information management and technology infrastructure.
- Establishes and maintains information management and technology strategies, standards, and policies that are in alignment with:
  - the *Auditor General Act*,
  - the *Freedom of Information and Protection of Privacy Act*, and
  - other applicable legislation.
- Represents the OAG on broader public sector networks for information management and information technology issues and policy development requiring coordination with other public sector organizations.
- Provides authoritative advice and recommendations to executive regarding systems, budgets, issues, and strategies relating to business needs and critical success factors.

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- Advises executive on emerging information management and technology solutions, issues, legislation, policies, standards, toolsets, and best practices.
- In consultation with portfolio leaders, leads the development and maintenance of the information management and technology facets of OAG lines of business and applications.
- Provides input on OAG annual budget development, implements and monitors assigned allocations, identifies risks, and makes recommendations on allocation changes.
- Ensures that information management and technology plans address human resource requirements in terms of change management, job design, training, and working environment.
- Provides human resource leadership and management of the Information and Technology Services department, including recruitment, onboarding, organizing, directing, managing, coaching, and developing a strong, competent, and service-focused team. Advances the OAG's commitment to diversity, inclusion, respect, and employee well-being.
- Supervises staff, including assignment of work, development and evaluation of performance plans, approvals of leave, and disciplinary processes as required.
- Oversees the development and implementation of information security technologies, policies, procedures, standards, and training to minimize privacy and security risks to the organization.
- Oversees the planning, development, and implementation of security frameworks and plans to improve incident prevention, detection, and response.

## **JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE:**

- Completion of a degree or diploma in the fields of computer science, information management, and/or information technology.
- At least seven years of progressively related experience, including:
  - experience in a related senior leadership role, with responsibility for advising executive;
  - experience managing information management/information technology staff, project teams, and budgets;
  - experience with strategic planning and business transformation in a technology-dependent business area or information systems branch;
  - experience leading, developing, and implementing information management and information technology policies, programs, and projects in a complex systems environment, including data security and data management;
  - experience leading the implementation of emerging and other new technologies in an organization.
  - experience negotiating and managing information technology contracts; and
  - experience establishing collaborative relationships with senior leaders and creating and delivering executive-level presentations and written reports for the purpose of decision making.
- Successful completion of security screening requirements of the B.C. public service, which will include a criminal record check, and/or *Criminal Records Review Act* (CRRRA) check, and/or an enhanced security screening check. **(Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).**

### **PREFERENCES**

- A degree or additional post-graduate education in computer science, information management, or information technology.
- Certification or completed training in one or more of the following is considered an asset:
  - enterprise architecture

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- information systems security
- information security
- Six Sigma
- project management
- change management
- Experience leading complex technology-based transformation to meet business needs.

**KNOWLEDGE, SKILLS, and ABILITIES**

- Excellent knowledge of related technology environments.
- Understanding of emerging technologies and strategies for effective implementation.
- Skill in understanding the needs of diverse business areas and working with teams, staff, and/or vendors to develop, implement, and maintain responsive technology solutions.
- Ability to guide technical teams and non-technical business units through legacy, cloud, data, and/or system infrastructure migrations.
- Ability to build a culture of continual improvement that supports the growth and success of technical staff with diverse, complementary, and, as needed, evolving roles and responsibilities.
- Excellent communication and presentation skills (written, presentation, and interpersonal).
- Proven leadership skills and abilities.

**BEHAVIOURAL COMPETENCES**

**Interpersonal Relationships**

**Teamwork and co-operation**

- 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.

**Leading Self and Others**

**Building team orientation**

- involves knowledge and skills in developing group identity, participative decision making, and open and effective communication.

**Achieving Business Results**

**Designing strategy and structure**

- involves knowledge and skills in the analysis of the environment, size of the organization, strategy, and use of technology.

**Personal Effectiveness**

**Fostering trust**

- involves knowledge and skills to build and sustain trust in an organization, and between the leader and his/her colleagues, through integrity, concern for others and consistent behaviour, following through on commitments, and open communication.

## Equity, Diversity and Inclusion

### Cultural agility

- is the ability to work respectfully, knowledgeably, and effectively with Indigenous Peoples 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 Peoples. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.