



**Position Title:** Director, Corporate Planning,  
Performance and Policy

**Supervisor Title:** Deputy Auditor General

**Classification:** Band 4

**Supervisor Position #:** 00035076

**Work Unit:** Executive

**Office:** Office of the Auditor General

## CONTEXT

The Office of the Auditor General serves the Legislative Assembly and the people of British Columbia by providing independent assessments of government's financial statements and operations that enhance government accountability and performance. The Auditor General's authority is derived from the *Auditor General Act*.

The work of the office spans all government ministries, as well as Crown corporations and the broader public sector. Reports are presented to the Legislative Assembly and made public.

## JOB OVERVIEW

The Director, Corporate Planning, Performance and Policy determines the goals and objectives required to achieve the strategic vision for corporate planning and performance management, while implementing measurement and reporting mechanisms to demonstrate the OAG's achievement of its mandate and to ensure reliable program accountability. The Director, Corporate Planning, Performance and Policy reports to the Deputy Auditor General, and assists all portfolios with strategic and operational planning, performance measurement, policy research and policy development.

## ACCOUNTABILITIES

- Develops a comprehensive calendar of integrated planning and performance management events including required financial and human resource commitments.
- Advises OAG executive and management on issues, trends, and best practices in performance management, planning and evaluation, and policy development.
- Guides the development and maintenance of an integrated business planning culture considering the interrelationships, dependencies, and collaborative relationships of key strategic and operational planning activities.
- Guides the development and maintenance of a corporate policy framework, advising and supporting business areas on policy questions and leading policy development projects where support is needed.
- Researches, reviews and drafts existing policies to ensure alignment with governing legislation and policy, and cohesion between policies.
- Manages the provision of assistance and consultation to OAG executive, management, and staff in corporate planning and performance management activities, corporate governance and policy issues.
- Ensures the preparation of the office's strategic plans, performance measures, annual service plans, quarterly reports, and annual reports to the legislature.
- Monitors the implementation of the organization's corporate strategies.
- Monitors and reports on the progress of strategic, service, and operational plans.
- Provides planning tools and processes which will provide opportunities to engage and educate staff and enable the identification of individual contributions toward OAG goals.
- Ensures effective communication to keep OAG staff fully aware of the office's vision, mission, goals, objectives, performance measures, and results.
- Manages financial resources allocated to the corporate planning and policy development functions, including any procurement and contract management.

- Undertakes or oversees a variety of corporate initiatives relating to planning and performance management, and policy development and implementation.
- Works with other independent offices of the legislature on policy and corporate planning topics of common interest.

### JOB REQUIREMENTS

- Bachelor's degree in a related field (e.g., public administration, business administration, law or finance).
- Minimum 4 years experience in planning and performance measurement, preferably within the public sector.
- Minimum 4 years of experience in supervisory/management roles.
- Demonstrated ability to effectively lead and influence a performance management culture.

### PREFERENCES

- Preference may be given to candidates with:
  - a related master's degree;
  - senior management experience working in an independent office of the B.C. Legislature.

### PROVISO

- Successful completion of security screening requirements of the B.C. public service, which may include a criminal record check, and/or *Criminal Records Review Act* check, and/or enhanced screening checks as required.
- Must be eligible to work in Canada (permanent resident or Canadian Citizenship).
- Occasional travel may be required.

### BEHAVIOURAL COMPETENCIES

#### Personal Effectiveness Competencies

<b>Organizational Commitment</b>	Is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.
<b>Improving operations</b>	Improving operations is the ability and motivation to apply one's knowledge and past experience for improving current modes of operation within the organization. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions
<b>Commitment to continuous learning</b>	Involves a commitment to think about the ongoing and evolving needs of the organization and to learn how new and different solutions can be used to ensure success and move the organization forward.

#### Achieving Business Results Competencies

<b>Business Acumen</b>	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.
<b>Planning, Organizing and Coordinating</b>	Involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

**Strategic Orientation**

Is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.

**Interpersonal Competencies****Relationship Building**

Is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.

**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.

**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.

**Indigenous Relations Competency****Cultural Agility**

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 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.