



TITLE: MANAGER, AUDITS AND INVESTIGATIONS

WORK UNIT: INVESTIGATIONS

SUPERVISOR TITLE: DIRECTOR INVESTIGATIONS

SUPERVISOR POSITION #: 00005669

JOB OVERVIEW

The Manager, Audits & Investigations is primarily responsible for leading and/or assisting with public complaint investigations and special investigations examining forest and range management issues of provincial or regional importance; the position may also assist with audits of licensee performance and the appropriateness of government's enforcement.

ACCOUNTABILITIES

- Respond to public concerns by communicating effectively with those involved and encouraging resolution of concerns.
- Develop investigation plans or terms of reference for specific assignments, including strategies and approaches for ensuring the success of the projects.
- Develop, manage and lead project teams of Board staff and/or professional contract resources.
- Use sound judgement and a thorough understanding of sustainable forest practices, investigation techniques, analytical techniques and auditing principles to reach meaningful and defensible conclusions.
- Provide sound advice to the Director, Executive Director and the Board and make recommendations for improving forest and range planning and practices.
- Assess the actions proposed or being undertaken by forest companies or government ministries to address recommendations resulting from project work.
- Prepare, edit, and review comprehensive reports, ensuring that the quality is suitable for presentation to the Board and the public.
- Provide overall quality assurance by monitoring and reviewing project work, and ensuring the quality and completeness of all working papers that support project conclusions.
- Develop an environment of credibility and respect between the Forest Practices Board and the forest industry, government, interest groups and the general public.
- Facilitate project work by developing and maintaining effective communications and working relationships with local, provincial and federal government organizations and officials, appropriate stakeholders, interest groups, industry, contractors, and the general public.
- Provide constructive feedback on project work undertaken by other Board staff.
- Contribute to the development of Board policies and standards.
- Remain current with ever changing forest practices and operational procedures, as well as the theory and principles of project management, investigation techniques, and auditing standards.

JOB REQUIREMENTS

- Degree in Forestry/Agrology/Engineering/Biology/Resource Management/or Accounting with professional designation in one of those fields, and/or as a certified Environmental Professional; or, an equivalent combination of related education and recent experience may be considered.
- Minimum of 5 years of progressive and in-depth recent, related experience in forestry or resource management; including at least 3 years of experience managing multiple projects, or leading a significant component (e.g., sub-project) of a major project.

- Experience analyzing issues, and writing and developing strategies, plans, reports and briefing notes for senior executive.
- Experience directing the work of other project managers, professional employees, and/or consultants.
- Experience interpreting and applying BC provincial forestry or resource management legislation, policies and procedures.
- Experience working with high profile organizations, and on sensitive issues.
- Knowledge of current forestry or resource management issues in BC.

Preference may be given for one or both of the following:

- Experience working directly with members of the public on projects or issues.
- Investigation or audit training and/or experience.

Provisos/Willingness Statements

- Valid BC Class 5 Driver's licence, or equivalent, and the ability to travel throughout BC up to 25% of the time.
- Must be willing and able to travel in fixed and/or rotary winged aircraft and/or watercraft.
- Must be willing and able to withstand the rigors of fieldwork.
- Must be willing and able to work in adverse weather conditions.
- Must be willing and able to travel within BC.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check.

BEHAVIOURAL COMPETENCIES

All employees of the Forest Practices Board are expected to demonstrate competency in the organization's core values of Accountability, Ethics and Integrity, Leading and Living the Vision and Values of the Organization and Solution and Results Orientation. Additional competencies specific to this position are:

- **Planning and Organizing** - Proactively plans, establishes priorities and allocates resources to ensure work is completed efficiently. Monitors and adjusts work plans to accomplish goals and deliver to the organization's mandate.
- **Relationship Building** - Works to build and maintain ethical relationships or networks or contacts with people who are, or may potentially be helpful in achieving work-related goals and establishing strategic advantages.
- **Empathetic Listening/Communication** - Understands and responds effectively to other people from diverse backgrounds. Understand and responds appropriately to spoken and unspoken or partly expressed thoughts, feelings and concerns of others.
- **Contribution to team success** - Treats others with dignity and respect and values their contributions. Demonstrates a spirit of pride and trust in the team. Has the desire and ability to understand and respond effectively to other people from diverse backgrounds and with diverse views.