



# Forest Practices Board

TITLE: **DIRECTOR, AUDITS**  
SUPERVISOR TITLE: EXECUTIVE DIRECTOR

WORK UNIT: AUDITS  
SUPERVISOR POSITION #: 5666

## CONTEXT

The Board serves the public interest as the independent watchdog for sound forest and range practices in BC. The Board is an Administrative Tribunal established in legislation; it operates independent from government ministries and must make its decisions in the public interest.

As the Director of Audits, the incumbent is accountable to lead a multi-disciplinary team of audit managers in delivering the Board's comprehensive program of independent audits of forestry and range compliance, and appropriateness of government's compliance and enforcement program across BC. The Director ensures audits are conducted in a timely, thorough and impartial manner; develops and implements policies, procedures, and standards for audits in accordance with standards of the Chartered Professional Accountants of Canada and other applicable international standards; acts as the Auditor of Record; and reviews audits to ensure consistency and quality control. The Director provides expert advice to the Chair, Board and Executive Director on strategic direction, policy, jurisdiction, issues and trends and makes recommendations on any and all issues arising during audits.

The Director of Audits is an integral member of an experienced, creative, collaborative and effective senior leadership team. As a member of the leadership team the Director plays an enterprise wide leadership role that supports a healthy and innovative organization.

## JOB OVERVIEW

The position is responsible for leading and directing the independent audit program for the Forest Practices Board.

## ACCOUNTABILITIES

- As an Auditor of Record for Board compliance and enforcement audits, the Director makes independent decisions that can have extensive impact on government agencies and industrial licensees.
- The Director leads, develops and directs the audit program, plans, quality control standards, and policies in accordance with the standards of the Chartered Professional Accountants of Canada, and applicable internationally recognized environmental audit standards.
- The Director may lead and direct independent special investigations that assess performance of government and industrial licensees under the Forest and Range Practices Act and the Wildfire Act and appropriateness of government's compliance and enforcement.
- The Director develops and maintains strategic and effective working relationships with local, provincial, federal and indigenous government organizations and officials, appropriate stakeholders, interest groups, industry, contractors, and the general public in order to facilitate audits and investigations and to ensure follow through on Board recommendations for improvement.
- The Director leads, motivates, and directs a multi-disciplinary audit team of experts who are located across the province.
- The Director is an active member of the leadership and management team to provide enterprise wide leadership, human resource oversight, health and safety for staff, budget management and operational delivery of program areas.

## **JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- A university degree in forestry, agronomy, biology, natural resource management or a related discipline AND at least 5 years of recent (within the last 7 years), related experience including all of the following:
  - leading, managing and conducting natural resource based field assessments including developing and implementing a variety of data collection methods, sorting and weighing information, and arriving at appropriate and defensible conclusions
  - interpreting and applying natural resource legislation, regulations, policies and practices to determine appropriate courses of action
  - writing and developing strategies, plans, reports and providing oral briefings to senior executives
  - leading the operations of an organizational unit, including the development and implementation of budgets, operational policy, strategies and business plans
  - experience leading a team of professionals.

Preference may be given to candidates whose experience fulfills all of the above requirements and also have:

- Professional accreditation in the natural resource management field (e.g. registered professional forester, agronomist, biologist) or a related discipline (e.g. chartered professional accountant [CPA]),
- Experience in conducting environmental and/or forestry audits,
- Experience in a senior leadership role in a high profile organization providing expert advice and guidance to executives on sensitive issues.

### **PROVISOS/WILLINGNESS STATEMENTS:**

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the Forest Practices Board.
- A Valid Class 5 drivers' licence or equivalent is required.
- Must be willing and able to travel throughout BC.
- Must be willing and able to withstand the rigors of fieldwork.
- Must be willing to work in adverse weather conditions.
- Must be willing and able to travel in fixed and or rotary winged aircraft and or watercraft.

### **KNOWLEDGE OF:**

- Extensive knowledge of auditing principles and techniques to enable the provision of expert advice and counsel.
- Forest Practices Board mandate, priorities, programs, guidelines and initiatives.
- Natural resource regulatory framework in British Columbia and standards of professional practice including:
  - Natural resource compliance and enforcement audits
  - *Forest and Range Practices Act* and *Wildfire Act* related legislation [e.g., *Wildlife Act*, *Forest Act*, and *Water Sustainability Act* etc.] and related regulations, policies, best practices and issues.
  - The principles of administrative fairness and natural justice
  - Current land and resource policy issues and how they impact natural resource based communities.
- The Province's commitment to reconciliation with Indigenous Nations, the legislative and policy framework related to Indigenous Nation consultations and participation in decision-making and approaches for reconciliation in a natural resource context.

### **SKILLS AND ABILITIES:**

- Excellent communications skills [e.g. written, presentation and interpersonal], ability to mediate, negotiate, consult, and manage issues to achieve objectives and business needs, and attention to detail.
- Ability to lead complex, multi-faceted compliance and enforcement audits in a natural resource management context.
- Effective analytical, creative and strategic management skills to identify problems and solutions and provide strategic advice to executive and senior staff.

- Ability to exercise a high level of tact, diplomacy and sound judgement.
- Extensive leadership, change management and influence management skills.
- Ability to build and foster effective and collaborative relationships with indigenous communities and senior leaders across the public sector and private sector.

#### FOREST PRACTICES BOARD COMPETENCIES

- **Accountability** - Takes responsibility for outcomes (positive or negative) of one's work; admits mistakes, takes ownership and refocuses efforts when appropriate; takes responsibility for commitments to deliver results. Holds others accountable for maintaining a high standard of performance.
- **Ethics and Integrity** - Maintains a commitment to honesty; communicates intentions, ideas and feelings openly and directly and welcomes openness and honesty even in difficult situations. Represents information and data accurately and completely. Maintains confidentiality.
- **Leading and Living the Vision and Values of the Organization** - Keeps the organization's vision and values at the forefront of decision-making and action. Communicates the importance of the vision and values to others as key to maintaining a positive and energized culture. Moves others to action by translating the vision and values into day-to-day activities and behaviours. Guides and motivates others to take actions that support values and vision.
- **Strategic Focus** - Identifies key issues and relationships that impact the achievement of long-range goals and vision. Links long-range vision 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 alternatives.
- **Leading Others** - Guiding and influencing the internal culture of the organization through leadership practices and behaviours that engage, motivate and inspire others. Coaching, mentoring and creating performance partnerships to foster the long-term learning and development of others.
- **Business Acumen** - Manages human, financial and information resources strategically. Understands the business implications of decisions and strives to improve organizational performance. Has an awareness of business issues, processes and outcomes as they impact external partners as well as the organization's business needs.
- **Problem Solving/Analytical Thinking** - Analyzes problems systematically, breaking down complex issues into components, understanding cause and effect relationships and generates solutions.

#### BC PUBLIC SERVICE AGENCY COMPETENCIES:

- **Creating and Managing Change** - Creating and managing change involves knowledge and skills to manage in the organization through setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change and facilitating implementation of successful change actions. This job requires the following most of the time: Develops and uses different methods to help employees to positively react to change; Actively embraces change efforts and initiatives to improve unit performance; Works with others to identify creative ideas to manage change in the unit; Works to build support, remove organizational barriers and get the necessary resources to implement change; Applies best practices in change management models to create employee buy in and achieve sustained change.

#### INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Cultural Agility** - Cultural agility is 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 BC Public Service, 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.
- **Building a trust-based relationship** - requires a fundamental understanding that "relationship" is the foundation from which all activities happen and that building a good relationship takes time and commitment. It is a willingness to build a personal relationship in addition to a professional one, participating in open exchanges of experiences and culture. It requires a genuine, non-controlling approach and relies upon demonstrated integrity and transparency.

Building a trust-based relationship requires a high level of consciousness of the experience of Indigenous people with Crown relations. It assumes that strengths abound in Indigenous people, cultures and communities.