



**TITLE: MANAGER, AUDITS AND INVESTIGATIONS**

**WORK UNIT: INVESTIGATIONS**

**SUPERVISOR TITLE: DIRECTOR INVESTIGATIONS**

**SUPERVISOR POSITION #: 5669**

### **JOB OVERVIEW**

The Manager, Audits & Investigations is primarily responsible for leading and/or assisting with complaint investigations and special investigations of 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 issues
- 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 and government 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 First Nations, the forest industry, government, interest groups and the general public
- Develop and maintain effective communications and working relationships with local, provincial and federal government organizations and officials, 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 forest practices and operational procedures, as well as the theory and principles of project management, investigation techniques, and auditing standards

## **JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- A Bachelors Degree in Forestry, Range Management, Biology, Natural Resource Management or a related discipline; AND
- A minimum of 5 years of recent (within the last 7 years), related experience\*; OR
- An equivalent combination of education and related experience\* (e.g., Diploma and 7 years' experience) may be considered.
- As a condition of employment, candidates must have, or obtain (within six months of commencing employment), and maintain, professional accreditation with the appropriate BC professional association.

#### **\*Related experience must include each of the following:**

- Experience conducting fieldwork (e.g., in forests and rangelands).
- Experience managing multiple projects and/or leading a significant component of a major project.
- Experience analyzing issues, and writing and developing strategies, plans, reports and recommendations for senior executives.
- Experience directing the work of other project managers, professional employees, and/or consultants.
- At least 3 years of experience weighing information, and arriving at appropriate and defensible conclusions.

#### **Preference may be given to:**

- Applicants who identify as Indigenous (First Nations, Métis or Inuit).

### **PROVISOS**

- A Valid Class 5 drivers' licence or equivalent is required.
- Must be willing and able to travel in fixed and or rotary-winged aircraft and or watercraft.
- 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.

### **SECURITY SCREENING**

- 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.

### **KNOWLEDGE**

- 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, Wildfire Act and related legislation (e.g., *Wildlife Act*, *Forest Act*, and *Water Sustainability Act*) and related regulations, policies, best practices and issues;
  - The principles of administrative fairness and natural justice; and,
  - 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 exercise a high level of tact, diplomacy and sound judgement. Respond to public concerns by communicating effectively with those involved and encouraging resolution of concerns

## BEHAVIOURAL 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 & 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/Living the Vision and Values** - 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.
- **Solution and Results Orientation** - Maintains a focus on the organization's strategic goals while driving for results and paving the way to success. While effectively and efficiently maximizing the use of resources, strives to continuously move the organization forward. Despite adversity, persists in advancing initiatives by creating and negotiating alternate solutions as appropriate. Without sacrificing FPB values, focuses on attaining results.
- **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.

## INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **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.
- **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.