



Forest Practices Board

TITLE: EXECUTIVE DIRECTOR

WORK UNIT: EXECUTIVE

SUPERVISOR TITLE: CHAIR, FOREST PRACTICES BOARD

SUPERVISOR POSITION #: 5036

CONTEXT

The Board serves the public interest as the independent watchdog for BC's sound forest and range practices. The Executive Director leads the delivery of the Board's operational, administrative and financial responsibilities as a public sector organization. The Board is an Administrative Tribunal established in legislation; it operates independent from government ministries and must make its decisions in the public interest. The Executive Director leads the delivery of programs that have broad provincial implications and can result in significant impacts and influence on government programs, policies and legislation, to the forest and range industries in BC, and the stewardship of forest and range resources.

JOB OVERVIEW

The Executive Director supports the Board in achieving its legal mandate and is responsible for aligning staff and financial resources to implement the strategic direction of the Board. The Executive Director provides human resource leadership to board staff and directs the effective financial and administrative management and control over Board resources. The Executive Director reports to the Chair and leads the Management Team.

ACCOUNTABILITIES

- Leads the development and delivery of strategies, options and plans to implement the mandate and priorities of the Board;
- Provides comprehensive analysis, recommendations and advice to the Chair and Board;
- Leads the organization and management in the areas of audit, investigation, review and appeals, communications, information technology and security, finance, human resources, contracts and administration;
- Directs the integrity of internal control and management systems, including operational structures, policies, procedures, and standards;
- Directs preparation of official reports, documents, submissions, and Cabinet and Treasury Board documents and assists the Chair in preparation of recommendations to the Ministers and implementation of Board appointments;
- Builds and promotes critical linkages and networks involving senior officials within the provincial government, First Nations governments, provincial organizations, corporations, and the general public, necessary to achieve Board objectives;
- Directs the monitoring and evaluation of work to maintain a high level of quality control and ensure the independence, neutrality and credibility of all work performed by the staff;
- As the Executive Financial Officer of the Board, leads financial and administrative management control of all Board funds and operations and ensures that all applicable statutes, regulations and policies for the management of government organizations are complied with;

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE:

- A degree in natural resource field, Business Administration, or Public Administration.
- Minimum 10 years experience at a senior management level in a private sector, not-for-profit, and/or public sector organization. Experience must include all of the following:
 - Minimum 4 years experience in strategic planning and performance, financial management, hiring, and human resource leadership.
 - Minimum 3 years experience building strategic alliances, managing conflicts, negotiating effectively, and/or effectively communicating ideas, analyses and proposals.
 - Minimum 3 years experience leading a team of professionals and administrative staff.

Preference may be given to candidates with any of the following:

- A postgraduate degree in a natural resource field, business administration or public administration.
- Professional accreditation in a natural resource field.
- Experience working in the natural resource sector.

Willingness Statement:

- Overnight travel is required

KNOWLEDGE, SKILLS AND ABILITIES:

- Superior problem-solving skills, sound judgment, strategic thinking, and the ability to negotiate and work with others.
- Demonstrated superior leadership skills including the ability to plan, prioritize and direct work.
- In-depth **knowledge** of the issues surrounding natural resource management and environmental issues in BC:
 - Forest and Range Practices Act, Wildfire Act and other relevant legislation;
 - British Columbia's constitutional, legal and policy framework in a natural resource management context;
 - decision-making processes within the provincial government;
 - current social, lands and resource policy issues and how they impact natural resource-based communities;
 - government policies, programs and legislation that have the potential to affect the Board's work.

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.
- **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, focus on attaining results.
- **Leading Others** - Guiding and influencing the organization's internal culture 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 and the organization's business needs.

- **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.

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 the 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.
- **Vision and Goal Setting** - Involves knowledge and skills in establishing official and operative goals for the organization/units and to establish a system of measuring effectiveness of goal attainment. This job requires the following most of the time: Develops a vision for the unit and translates this vision into action; Whenever possible, involves the unit in the creation of the vision and plan; Communicates corporate goals and objectives within the unit; Aligns unit tasks and objectives with corporate goals and objectives; Establishes clear targets and measures to track progress toward unit objectives; Shares organizational performance measurement information and encourages dialogue and analysis

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 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 noticing their commonalities and distinctions with Indigenous cultures and worldviews. It is a recognition of how 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.