

**EXECUTIVE DIRECTOR  
NEW DEMOCRAT BC GOVERNMENT CAUCUS**

**Job Overview**

Reporting to the Caucus Executive, the Executive Director works closely with the Premier's Chiefs of Staff and key political, public service and Legislative Assembly staff to ensure that caucus priorities are met. The position provides leadership for caucus and constituency staff and MLAs, and ensures that caucus resources are strategically allocated to support a responsive, flexible and diverse organization. The position is based in Vancouver and/or Victoria. If based, in Vancouver, the ED will travel as needed to Victoria to attend to caucus business and will be present in Victoria during legislative sittings.

The position salary range is \$124,000 – \$145,000 depending on the candidate's experience and skills.

Applications will be accepted until Tuesday, November 30, 2021. Please send applications and direct inquiries to [roseanne.moran@leg.bc.ca](mailto:roseanne.moran@leg.bc.ca)

**Accountabilities**

The Executive Director is responsible for the implementation of the Caucus Executive's priorities and directions and for the day-to-day management of the organization. The Executive Director:

- Ensures that MLAs have the support, resources and direction they need to achieve their objectives in their legislative and constituency roles.
- Ensures that the values, commitments and objectives of the Party as government or opposition are upheld
- Builds and mentors a strong and diverse caucus staff team
- Liaises with officials of the Legislative Assembly to ensure that caucus and constituency needs are met
- Supports MLAs in hiring and management of constituency staff and in ensuring effective constituency operations
- Manages the Caucus budget and oversees accounting and reporting of all financial activities
- Ensures meetings of the Caucus Executive and Caucus are supported to function efficiently and that decisions, briefings and other deliberations are able to be taken and implemented in a timely and effective way.
- Ensures appropriate management of caucus personnel and contract administration, including bargaining, processing of grievances, union-management and other staff relations.
- Maintains strong relationships with the Party and the Leader/Premier's Office

## **Job Requirements**

- Experience overseeing a dynamic organization, including budgeting, contract procurement and administration, organizational planning and project implementation.
- Experience managing staff and sensitive human resources matters, with experience in a unionized environment a strong asset
- Experience communicating and engaging with elected officials and senior executive staff
- Demonstrated understanding of key public policy issues in BC.
- Demonstrated knowledge of and commitment to the values, history and policies of the BC New Democratic Party

## **Knowledge, Skills, Abilities**

- Ability to establish and maintain trusted and confidential relationships with BCNDP members of the Legislative Assembly and key staff in the Premier/Leader's Office
- Ability to act decisively and to exercise a high degree of initiative and judgment on a wide range of issues
- Ability to understand and interpret collective agreements, employment contracts and benefits programs
- Excellent interpersonal, presentation and communication skills
  - Ability to work as a team player with proven leadership experience
  - Ability to work calmly and productively with a wide range of personalities
  - Ability to problem solve, use conflict resolution and de-escalation strategies
  - Ability to handle crisis and complex situations
  - Ability to be proactive in managing, mentoring and coaching in a variety of different settings
  - Ability to work respectfully, knowledgeably and effectively with individuals and organizations from a diverse range of communities.

## **DIVERSITY**

The New Democrat BC Government Caucus is committed to recruiting and developing employees that are representative of the diversity of the people of British Columbia.

To support employment equity and diversity in the workplace, we welcome applications from all groups. This includes women, visible minorities, Indigenous Peoples, persons with diversabilities, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), and others who may contribute to diversity in the New Democrat Caucus.

## **REQUIRED BEHAVIOURAL COMPETENCIES**

### **Leading people.**

Promoting accountability involves knowledge and skills in delegating, communicating and information-sharing to enhance others' ownership and pride in their work.

Team Building involves knowledge and skills in developing group identity, participative decision making and open and effective communication.

Developing people involves knowledge and skills in mentoring, performance evaluation and feedback, goal-setting and coaching to enhance others' growth and development.

**Executive Presence** involves knowledge and skills in influencing others and having an observable impact at the executive level, through personal credibility, leadership, confidence and an understanding of other peoples' perspectives and interests.

**Vision and Goal Setting** involves knowledge and skills in establishing official and operational goals for the organization/units and to establish a system of measuring effectiveness of goal attainment.

**Creating and Managing Change** involves knowledge and skills to manage the organization through setting direction, creating urgency, building coalitions of support, communicating widely, handling resistance to change and facilitating implementation of successful change actions.

**Negotiating/Conflict Management** involves knowledge and skills to facilitate and engage in interest-based negotiations and third-party intervention or mediation into conflict situations.

**Building Strategic Alliances** involves knowledge and skills to engage in internal and external stakeholder analysis and to negotiate agreements and alliances based on a full understanding of power and politics.

**Solving Problems Creatively** involves knowledge and skills in identifying root causes and contributing factors to challenges and fostering creative problem solving through critical reflection, problem analysis, risk assessment and rewarding innovation.

**Personal Effectiveness** involves fostering trust within the organization and between the leader and their colleagues. This is done through demonstrating integrity, concern for

others and consistent behaviour, including following through on commitments, communicating effectively and resolving differences skillfully and respectfully. It also involves solving problems creatively through critical reflection, analysis, collaboration and risk assessment.

**Cultural and Social Agility** involves working respectfully, knowledgeably and effectively with individuals and organizations from a diverse range of communities. This includes an understanding of approaches that respect the unique and intersecting identities of people, and seek to address the unique historic and current impacts of oppression faced by individuals, groups and communities.