

**Ministry of Environment
Environmental Assessment Office**

**Assistant Deputy Minister
Environmental Assessment Operations**

Victoria, BC

The Environmental Assessment Office (EAO) is a neutrally administered office that is required by law to undertake rigorous, thorough reviews of major projects in British Columbia. These reviews provide significant opportunities for Aboriginal groups, government agencies and the public to influence the outcome of environmental assessments by providing input on the potential for environmental, economic, social, heritage and health effects from a proposed project. The Environmental Assessment Office co-ordinates compliance management with other government agencies to ensure that the office is satisfied that certificate conditions are met throughout the life of a project.

The Environmental Assessment Office is an independently administered office within the Ministry of Environment. The Ministry is responsible for the effective protection, management and conservation of B.C.'s water, land, air and living resources. Its expertise in science, research, and analysis are central to supporting all its responsibilities. Ministry legislation, regulation and public outreach activities ensure a healthy environment for British Columbians, sustainable economic development, and clear and predictable regulations for the business community.

The Assistant Deputy Minister (ADM), Environmental Assessment Operations provides leadership to the Operations Division in EAO and is responsible for the effective delivery of environmental assessment projects pursuant to the *Environmental Assessment Act*. The position is accountable for developing a professional, motivated and highly engaged team, as well as building collaborative working relationships with other ministries, the federal government, stakeholders and First Nations.

The position is accountable for all aspects of environmental assessments in British Columbia, providing leadership and direction to a highly motivated team of professionals. Together with the Associate Deputy Minister and Executive Director of Policy and Quality Assurance, the ADM is a key member of the EAO's core leadership team. As well, the ADM is a member of the Ministry of Environment's executive committee, and several other ADM-level committees across the Natural Resource Sector.

The incumbent must have the strategic orientation to manage high profile and complex issues under tight timelines, possess the acumen necessary to balance interests while demonstrating exceptional diplomacy and integrity in order to manage stakeholder relationships. In addition, the ADM) proposes and leads the implementation of new innovations in EA or business processes to help support EAO's vision of leading a world class environmental assessment process.

The ideal candidate will be a seasoned professional with a university degree in a related discipline and a proven record of achieving results, having developed strong business acumen through a series of progressively more responsible positions, and culminating in demonstrated success in an executive role.

A detailed role description and complete listing of qualifications is below.

To express your interest in this opportunity, please submit your cover letter and resume to **Executive.Recruitment@gov.bc.ca** by **January 9th, 2017**. The appointee will be required to consent to a criminal record check. Thank you to all who express interest.

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Overview

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EAO

Environmental
Assessment Office



OPERATING FRAMEWORK

OUR VISION: *Lead a world class environmental assessment process*

WHAT WE DO:

- ▶ **WE ASSESS** proposed major projects for potentially significant adverse environmental, social, economic, health and heritage effects
- ▶ **WE SEEK** to meaningfully engage Aboriginal groups in our process
- ▶ **WE SEEK** public input to inform our work
- ▶ **WE OVERSEE** compliance and conduct enforcement for the life of the project

HOW WE DO OUR WORK:

- » **We neutrally** administer a process that is predictable, transparent, timely, procedurally fair and holds all participants accountable
- » **We actively** engage a range of interests and facilitate solutions
- » **We conduct** a rigorous process that is appropriate for the project
- » **We engage** the public, and seek advice from governments and experts
- » **We provide** decision makers with the best possible information
- » **We promote** compliance, conduct inspections, assess complaints and take enforcement action



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Position

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The position is accountable for all aspects of environmental assessments in British Columbia, providing leadership and direction to a highly motivated team of professionals. Together with the Associate Deputy Minister and Executive Director of Policy and Quality Assurance, the ADM is a key member of the EAO's core leadership team. As well, the ADM is a member of the Ministry of Environment's executive committee, and several other ADM-level committees across the Natural Resource Sector.

The ADM participates in and collaborates on the corporate management of the ministry and advises the Associate Deputy Minister, Deputy Minister and Minister on strategic, operational and politically sensitive issues that are of critical importance to the government of BC's economic, environmental and social agendas.

The incumbent must have the strategic orientation to manage high profile and complex issues under tight timelines, possess the acumen necessary to balance interests while demonstrating exceptional diplomacy and integrity in order to manage stakeholder relationships. In addition, the ADM) proposes and leads the implementation of new innovations in EA or business processes to help support EAO's vision of leading a world class environmental assessment process.

Responsibilities and Accountabilities

The ADM is responsible for leading the Environmental Assessment Operations Division, which is accountable for conducting the environmental assessments of major projects that have a potential capital investment of approximately \$115 Billion.

This position's primary accountabilities are:

- Provide leadership and strategic direction to the Operations Division to ensure the environmental assessment regulatory process is timely, transparent and rigorous, and meets government's objective of positioning BC as a preferred jurisdiction to invest and conduct business in.
- Provide strategic support to the Associate Deputy Minister, Environmental Assessment Office (EAO), the Deputy Minister of Environment and the Minister.
- Primary position that represents the Associate Deputy Minister/Executive Director under the Environmental Assessment Act as required, including supporting the Minister, participating in Deputy Minister committees, engaging with industry and stakeholders, and the human resources and financial management of EAO.
- Make durable decisions as a delegated statutory decision maker under the Environmental Assessment Act for significant decisions such as the issuance of major project amendments.

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- Build constructive, collaborative relationships with First Nations by overseeing new approaches to EAO's relationship with First Nations, and by participating on ADM-level committees that oversee mandate development, engagement, negotiations and issues management.
- Lead corporate initiatives that foster a culture of innovation and support a high performing and engaged workforce across all program areas of EAO.
- As the first significant provincial regulator of major projects, ensure EAO's activities are informed by, integrated with, and support the activities and decisions of other agencies in order to provide a predictable and seamless regulatory approach for companies investing and operating in BC.
- Build and maintain collaborative working relationships with executives in other ministries by identifying and leading cross-government initiatives, and by representing EAO on the following ADM committees: Natural Resource ADMs Committee, Major Mines Project Board, Southeast Coal Project Board, the LNG Project Board and the Natural Resources Permitting Project Steering Committee.
- Maintain a constructive and collaborative relationship with federal EA partners, and lead initiatives with the federal government to improve the environmental assessments for projects that require both federal and provincial reviews.
- Engage and build relationships with industry associations, companies, environmental organizations, First Nations and other governments in order to manage issues and identify solutions on major projects, as well as identify and implement improvements to the environmental assessment process.

Qualifications

The ideal candidate will be a seasoned professional with a university degree in a related discipline and a proven record of achieving results, having developed strong business acumen through a series of progressively more responsible positions, and culminating in demonstrated success in an executive role.

The incumbent will have demonstrated skills in leadership and innovation while having managed projects, programs and initiatives to successful outcomes. The ADM must be committed to cross-government collaboration and dedicated to building trusted, professional and engaged team.

Experience in representing government, major Crown agency or private sector company in consulting with stakeholders, interest groups, First Nations and governments at all levels.

Experience working for or with a regulatory agency or within a regulated environment and/or experience in a statutory role.

Experience working with elected officials and ministers when dealing with complex and/or contentious issues, demonstrating an understanding of the political environment.

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A proven record of displaying sound judgement and tact in public forums; excellent problem solving and conflict resolution skills; has formed, developed and led highly effective, professional, motivated and engaged and collaborative teams; outstanding skills in influence and persuasion; ability to exercise diplomacy and discretion in all relationships and interactions.

Possess the executive presence, and ability to quickly build credibility; be creative and innovative; and demonstrate transparency while being viewed and respected as a collaborated and trusted leader of absolute integrity.

The appointee will be required to consent to a criminal record check.

Competencies

To achieve government's **Vision**, the ADM must position and structure their organization to maximize its effectiveness. ADM's practice **Strategic Thinking** in translating the vision to goals and strategies, and support their accomplishment through facilitation and leading change.

In **Stakeholder Relationships**, ADM's ensure that they are enhancing the organization's relationships with external partners and stakeholders. This includes building strategic alliances, managing conflicts, negotiating effectively, and effectively communicating ideas, analyses and proposals to stakeholders.

ADM's model **Integrity and Authenticity**, building a culture of trust, integrity, risk taking and creative thinking in the organization through demonstrating personal integrity, using feedback to self improve, following through on commitments and acting consistently with the espoused values and culture of the organization.

In **Leading People**, ADM's must motivate, empower and lead employees to accomplish goals and objectives, rewarding high performance, promoting empowerment and developing their employees, providing opportunities for growth, and managing issues with their organization.

The professional values of the BC Public Service . . .
Courage, Teamwork, Curiosity, Service, Passion, Accountability
Always with integrity