



Where ideas work

**Assistant Deputy Minister
Policy and Legislation Division
Ministry of Finance
Various Locations in BC**

The Ministry of Finance is responsible for developing and implementing the core financial functions of the Government of BC. Key functions of the ministry include economic, fiscal, tax and financial policy, revenue and tax administration, budgeting and forecasting, accounting, investment planning, debt management, banking services, security and risk management, and internal audit compliance monitoring. The ministry is committed to ensuring gender equity is reflected in government budgets, policies, and programs.

The Assistant Deputy Minister (ADM), Policy and Legislation Division, provides leadership to a division with responsibility for taxation and related policies, federal-provincial fiscal relations, and legislative and regulatory frameworks for British Columbia's financial and corporate sectors. The division supports decisions by the Minister of Finance and prepares significant components of the annual provincial budget as they pertain to taxation and revenue policy. The ADM will focus on key areas of tax and assessment policy and strategic support services involving several branches across the Ministry of Finance.

The ideal candidate will have broad experience in a strategic leadership role. They will have strong skills in policy development including developing teams of high performing, highly skilled professionals and demonstrating strong people leadership skills. This candidate will have a consistent record in positions demanding confidentiality, discretion, excellent judgement and exemplary decision-making skills. Their well developed analytical, conceptual, and strategic management skills will also be pivotal. They are able to prepare and present complex issues to Ministers, senior government officials and external stakeholders, and establish strong, credible relationships through their considerable personal influence. The ideal candidate will resolve business difficulties through consensus-building, planning for future needs aligned with established corporate and service priorities.

A complete role description and listing of qualifications is below. The appointee will be required to consent to a criminal record check.

The BC Public Service is committed to creating a [diverse workplace](#) to reflect the population we serve and to better meet the needs of our citizens. Consider joining our executive team and being part of an innovative, inclusive, and rewarding organization.

To apply please email a clear and concise cover letter and resume in one document (.pdf) to Executive Recruitment at: Executive.Recruitment@gov.bc.ca by May 20, 2024. Please note the application document must be in .pdf format. Email Executive Recruitment if assistance is needed. Thank you to all who express interest.

**Assistant Deputy Minister
Policy and Legislation Division
Ministry of Finance
Various Locations in BC**

Salary Range \$190,600 - \$236,700 per annum

Ministry Overview

The Ministry of Finance is responsible for developing and implementing the core financial functions of the Government of BC. Key functions of the ministry include economic, fiscal, tax and financial policy, revenue and tax administration, budgeting and forecasting, accounting, investment planning, debt management, banking services, security and risk management, and internal audit compliance monitoring. The ministry is committed to ensuring gender equity is reflected in government budgets, policies, and programs.

Division Overview

The Policy & Legislation Division (PLD) provides policy analysis and advice to the Minister of Finance, Cabinet, and the Deputy Minister of Finance. The Division is responsible for tax policy, intergovernmental fiscal relations, administering the annual Property Assessment Review Panel process, financial and corporate sector policy and data analytics, and directs the implementation of related government decisions through development and preparation of legislation. PLD also provides oversight and works with key agencies such as BC Assessment Authority (BCA), BC Financial Services Authority (BCFSA), BC Securities Commission (BCSC) and the Land Title Survey Authority (LTSA).

The Position

As a member of the Ministry's Executive Committee, the Assistant Deputy Minister (ADM), Policy and Legislation Division, provides leadership to a division with responsibility for taxation and related policies, federal-provincial fiscal relations, and legislative and regulatory frameworks for British Columbia's financial and corporate sectors. As well, the division supports decisions by the Minister of Finance and prepares significant components of the annual provincial budget as they pertain to taxation and revenue policy.

The division consists of five branches; Tax Policy Branch, Property Tax and Assessment Policy Branch, Intergovernmental Fiscal Relations Branch, Financial

and Corporate Sector Policy Branch, and Finance Reporting and Enhanced Data Analysis Branch. The branches are led by executive directors with two overarching senior executive directors.

Key Areas

Tax and Assessment Policy

1. Tax Policy (TP) Branch – The branch provides tax policy analysis, advice, and recommendations to the Minister of Finance and senior ministry officials and supports the implementation of government tax policy through legislation and regulation, including major components of the annual provincial budget. The Branch liaises on taxation issues with key partners including other ministries; municipal, federal, and Indigenous governments; business and industry; professional and advocacy associations and taxpayers.
2. Property Tax and Assessment Policy (PTAP) Branch – The branch is responsible for assessment policy and tax policy related to real property and housing, which includes working closely with other areas in Finance and other ministries on interrelated issues. PTAP also works closely with BC Assessment and the Property Assessment Review Panel (PARP). The PARP Unit administers the annual PARP process, which is the first stage for property owners who wish to appeal their property assessments.

Strategic Support Services

3. Intergovernmental Fiscal Relations (IFR) Branch – The IFR branch provides analysis and advice in regard to federal-provincial fiscal relations and transfers, and priority areas of joint federal-provincial social policy such as income security and pension income adequacy. IFR also provides analysis and advice regarding fiscal relations with local governments. In addition, IFR staff act as Representatives for BC's Steward for the Canadian Pension Plan, the Minister of Finance.
4. Financial and Corporate Sector Policy (FCSP) Branch – FCSP provides policy analysis and advice to government about:
 - Financial institutions (credit unions, trust companies, insurance

companies and money services businesses)

- Insurance contracts
- Capital Markets
- Real estate services, mortgage brokers and land transparency
- Pension plans
- Corporate and other entities (corporations, co-ops, societies, partnerships)
- Commercial liens
- Security interests in personal property

The branch works in close association with BC Financial Services Authority (BCFSA), BC Securities Commission (BCSC), Insurance Council, Land Title Survey Authority (LTSA), Corporate, Personal Property and Manufactured Home Registries.

5. Finance Reporting and Enhanced Data Analysis (FREDA) Branch – FREDA works with both within the division and across the Ministry to create and implement machine learning and other data analysis tools. FREDA also works with other Ministries on data-driven initiatives and supports DM committees with data-based evidence.

Accountabilities / Responsibilities

- Builds highly motivated, committed and engaged staff; manages human and financial resources to meet service and business plan objectives and streamlining opportunities.
- Develops and maintains effective working relationships with stakeholders, including Ministry of Finance executive and staff, other Ministry executives, the financial community, regulators, Ministers, crown agencies and federal, provincial and local governments.
- Implements the government's strategic vision and develops a business plan for the division with performance measures and targets that align with the Ministry's Service Plan, Business Plan, and Workforce Plan.
- Provides briefings, recommendations and decision-making material of the highest quality for the Minister, Deputy Minister, Cabinet and

various committees on proposed program and service system changes.

- Advances British Columbia's interests with the federal and other provincial governments on federal-provincial fiscal relations. Specifically leading and/or assisting the preparation for the negotiation on federal social and equalization transfers, CPP reform, and federal/provincial infrastructure spending.
- Represents the Ministry of Finance on a variety of inter-provincial and federal/provincial ADM-level committees and crown agency and key stakeholder committees.
- Participates as a member and contributor of the Ministry of Finance executive team.

Qualifications

The BC Public Service is committed to a workplace that is representative of the diversity of the people of British Columbia and facilitates services to public we serve. Preference may be given to applications from visible minorities including women, Black, and other people of colour (BIPOC), those with diverse sexual orientation or gender identity (2SLGBTQIA+) and/or others having abilities and experiences with diversity.

In addition to the experience required, the ideal candidate will have either a post-secondary degree in a related discipline or an equivalent combination of education and/or related experience.

- Broad experience in a strategic leadership role and in policy development; including developing teams of high performing, highly skilled professionals and demonstrating strong people leadership skills;
- A consistent record in positions demanding confidentiality, discretion, and excellent judgement and decision-making skills; and well developed analytical, conceptual and strategic management skills;
- Proven ability to prepare and present complex issues to Ministers, senior government officials and external stakeholders; to establish strong and credible relationships and lead by influence;
- Proven ability to resolve business difficulties through consensus-

building; and

- Demonstrated leadership in planning for future needs consistent with corporate business and service plan frameworks.

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

Competencies

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

In **Stakeholder Relationships**, executives 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.

Executives 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**, executives 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.

ADMs demonstrate **Executive Presence** by influencing others to achieve an observable impact at the executive level, through personal credibility, leadership, confidence, and an understanding of other people's perspectives and interests.

In **Solving Problems Creatively**, ADMs foster creative problem solving in the organization through critical reflection, problem analysis, risk assessments and rewarding innovation.

ADMs **Build Strategic Alliances** by engaging in internal and external stakeholder analysis and by negotiating agreements and alliances based on a full understanding of power and politics.

BC Public Service Leadership Expectations

- Be a model and advocate of the BC Public Service Values and Standards of Conduct in professionally serving government to the highest ethical standard.
- Be an active enabler of innovation and engagement as keys to maintaining and enhancing public trust and confidence.
- Demonstrate foresight and understanding of our modern, digital context to better service citizens.
- Be proactive, resilient, and nimble, taking thoughtful, calculated risks.
- Be biased to action and removing unnecessary complexity to deliver the best possible service and outcomes for citizens.
- Act to improve the corporate capacity, capability, and commitment of the public service.

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