



Where ideas work

**Assistant Deputy Minister, Child Care
Ministry of Education and Child Care
Various Locations, BC**

The Ministry of Education and Child Care is mandated to develop the “Educated Citizen” by providing leadership for the K-12 education system through governance, legislation, funding, policy and standards. The ministry is also responsible for delivering on the ChildCareBC plan to establish quality child care as a core service, as well as integrating child care into the broader learning environment, with a focus on expanding access to before and after school child care on school grounds. The ministry is led by both the Minister of Education and Child Care and Parliamentary Secretary for Child Care. The ministry is also committed to working with First Nations rights holders and Indigenous partners to achieve lasting and meaningful reconciliation by actively working on implementing the Declaration Act on the Rights of Indigenous Peoples, the Truth and Reconciliation Commission of Canada’s Calls to Action, and the Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples.

The Child Care Division is responsible for the development and implementation of a universal childcare program. Operational accountabilities include funding child care programs and regulating Early Childhood Educators (ECEs). The division works collaboratively with the Ministry of Health and health authorities, which have responsibility for the licensing of child care facilities, with the Ministry of Education for child care on school grounds, and with the Ministry of Post Secondary and Future Skills for the training of ECEs.

The ADM Child Care provides leadership and oversight for eight branches including Child Care Policy, Child Care Capital and ECE Registry, Child Care Benefits and Operating Funding, Child Care Finance, Communications, Engagement and Digital Services, Equitable Access and Strategic Expansion, Operating Funding Model Implementation and Strategic Initiatives and Operations.

The ideal candidate for this important role has a university degree in a related discipline (or equivalent combination of education and experience) and has significant experience at an executive or senior management level within a related sector. This exceptional candidate brings with them experience and knowledge of the

child care sector along with an understanding of the challenges, complexities and issues in addressing child care. They have also been successful in managing change within a large, complex, performance-focused, service delivery organization.

A strong negotiator with consensus and relationship building skills, this diplomatic individual exercises sound judgement and discretion in all interactions. The ideal candidate is also an excellent communicator who possesses strong interpersonal abilities, executive presence and consistently builds credibility as a creative, trusted and progressive leader.

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 April 30, 2025. 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, Child Care
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Various Locations, BC

Salary range \$196,300 - \$243,800 per annum

Ministry Overview

The mandate of the Ministry of Education and Child Care is to develop the “Educated Citizen” by providing leadership for the K-12 education system through governance, legislation, funding, policy and standards. The Ministry is also responsible for delivering on government’s ChildCareBC plan to establish quality child care as a core service for every child whose family wants or needs it, as well as integrating child care into the broader learning environment, with a focus on expanding access to before and after school child care on school grounds.

The ministry is led by both the Minister of Education and Child Care and Parliamentary Secretary for Child Care. Specific roles and responsibilities are set out under the School Act, Independent School Act, Teachers Act, First Nations Education Act, Early Learning and Child Care Act, Early Childhood Educators Act, and accompanying regulations. The ministry is also committed to working with First Nations rightsholders and Indigenous partners to achieve lasting and meaningful reconciliation by actively working on implementing the Declaration Act on the Rights of Indigenous Peoples, the Truth and Reconciliation Commission of Canada’s Calls to Action, and the Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples.

Division Overview

The Child Care Division is responsible for the development and implementation of a universal child care program. Operational accountabilities include funding child care programs and regulating Early Childhood Educators (ECEs). The Division is comprised of eight branches:

- Child Care Benefit and Operating Funding
- Child Care Capital and ECE Registry
- Child Care Finance
- Child Care Policy
- Communications, Engagement and Digital Services
- Equitable Access and Strategic Expansion

- Operating Funding Model Implementation, and
- Strategic Initiatives and Operations.

The Division has 638 staff and its current budget is \$1.99B comprised of Provincial and Federal Funding.

The Division's key programs for addressing the affordability of child care are the Affordable Child Care Benefit, an income tested benefit that parents apply for, Child Care Operating Funding, the Child Care Fee Reduction Initiatives and Early Childhood Educator Wage Enhancement which child care operators apply for, and the \$10 a Day program. The New Spaces Fund is the primary program to increase the number of available licensed child care spaces and a number of programs are in place to address recruitment and retention of ECEs. The Division works collaboratively with the Ministry of Health and health authorities, which have responsibility for the licensing of child care facilities, with the Ministry of Education for child care on school grounds, and with the Ministry of Post Secondary and Future Skills for the training of ECEs.

Related Legislation includes the Community Care and Assisted Living Act (sections 8 and 34 (2) (h) and (h.1) and (6)), The Early Learning and Child Care Act S.7(1), (2), (3), and the Child Care Licensing Regulation s.9 (and Schedule B) and s.24N.

Position Overview

Reporting to the Deputy Minister, and in collaboration with ministry executive and leadership staff from across the ministry, and with other ministries that have related accountabilities, the ADM Child Care has overall responsibility for:

- Leading the development and implementation of child care as a core service including the development of a standardized funding model for 5,700+ providers across the province.
- Cross government leadership, coordination and implementation of Child Care as a core service.
- Supporting the Minister of Education and Child Care.
- Developing and managing relationships with key partners.
- Negotiation of multi-year agreements with the Federal Government valuing over \$5b for the term of the agreements.
- Ensuring that policies and programs are developed and implemented using a

distinctions-based approach and in alignment with the government's commitments under the Declaration Act, the Declaration Act Action Plan, the Truth and Reconciliation Commission's Calls to Action, and the Tripartite Memorandum of Understanding on Early Learning and Child Care for First Nations.

Accountabilities

The ADM Child Care provides leadership and oversight for eight branches including Child Care Policy, Child Care Capital and ECE Registry, Child Care Benefits and Operating Funding, Child Care Finance, Communications, Engagement and Digital Services, Equitable Access and Strategic Expansion, Operating Funding Model Implementation and Strategic Initiatives and Operations.

Specific leadership accountabilities include:

- Advises the Minister, Deputy Minister and Government on broad policy on Child Care in the Province and the achievement of the government's 10 year ChildCareBC Plan.
- Leads and participates in cross-ministry work to advance the provincial interest in child care across a broad range of strategic and operational priorities of government.
- Implementation and continuous improvement of new social programs; contract negotiation and renewals, accelerating the funding of new child care spaces, development of options for a legislative framework, work across ministries to ensure that training, licensing, capital investments and other aspects of child care are coordinated.
- Development of a standardized operating funding model and continuous improvement on the operating models to deliver child care programming.
- Expanding partner and parent communications/engagement for child care to improve program implementation and enhance citizen experience.
- Supporting the Minister of Education and Child Care and work with school districts to expand before- and after-school care programs across the province using cost-effective models for parents and the public that leverage existing school facilities and education workers.
- Sets the strategic and policy direction for child care programs including research and development of innovative approaches for engagement and program delivery.
- Oversight for the Minister's Provincial Child Care Council, leading the annual Child Care Awards of Excellence; maintaining a significant number of contracts with provincial and academic agencies that support the child care sector; leads the

implementation of the ChildCareBC 10 year plan and participates in Federal/Provincial/Territorial tables responsible for Child Care.

- Early Childhood Educator Registry, which is provincial body responsible for the certification of Early Childhood Educators (ECEs) and ECE Assistants, the investigation of complaints, and curriculum approval, monitor and ongoing support of approved post-secondary educational institutions providing ECE training programs.
- Leading and directing the Child Care Benefits and Operating Program which assists more than 5,700 eligible licensed group and family child care providers with the cost of providing child care.
- Works with the Ministry Chief Information Officer on IMIT Transformation Initiatives to enable technology-based service delivery.
- As a member of an executive team and working collaboratively with other branches, sharing responsibility for development, planning and implementation of cross-ministry initiatives, and contributing to achieving the corporate goals of the Ministry and government.
- Providing for effective management of division resources to ensure the ministry and division priorities are met; leading, engaging, motivating and developing direct reports within the division.
- Developing and maintaining effective, open and consultative relationships with partners and/or clients.

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.

The successful candidate will be a dynamic, creative and self-directed executive who thrives on demanding work challenges and works effectively in a public sector environment.

The successful candidate should possess a university degree in a related discipline (or equivalent combination of education and experience) and have significant experience at an executive or senior management level within a related sector.

Experience and knowledge of the child care system/sector including an understanding of the roles and responsibilities of the partners; an understanding of the challenges, complexities and issues in addressing child care.

Proven leadership experience leading a large, complex, performance-focused, service delivery organization integrated with change management experience preferred.

Experience as a senior leader who has worked closely with partners to influence cooperation and collaboration to build relationships; success formulating strategies (strategic orientation) and business plans; experience leading human resources; understanding of accountability processes; and the ability to devise innovative approaches.

Background is enhanced by negotiation, consensus-building and influencing skills, and the ability to maintain positive relationships across a spectrum of partners inside and outside the child care sector; experience representing the organization and in exercising sound judgement, diplomacy and discretion in all relationships and interactions.

Substantive, current experience leading staff, promoting empowerment, staff development, motivating while under constant pressure and tight deadlines, promoting resilience and commitment to teamwork.

Experience in policy development and implementation including planning, developing, applying and evaluating a range of strategic policy.

Sound judgement, with a high degree of tact and diplomacy in a complex demanding setting, with a record as a respected leader with integrity.

Excellent communicator who possesses strong interpersonal attributes, executive presence, stature and ability to build credibility as a creative, trusted, progressive, leader.

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. Executives practice **Strategic Thinking** in translating the vision to goals and strategies and support their accomplishments through facilitating and leading change.

To **Champion Diversity and Inclusion**, executives must create and uphold an organizational culture that prioritizes inclusivity and culturally competent behaviours. As

individuals, they act with curiosity and humility to understand, respect and embrace the visible and non-visible parts of individual and collective identities such as abilities, beliefs, cultures, ethnicity, experiences, gender, perspectives, styles, and values. As leaders, they make sure diversity, equity and inclusion practices are embedded in organizational policies, programs, and processes, and hold themselves and other leaders accountable for related outcomes. Executives are passionate about shaping, guiding, and providing inclusive and collaborative leadership on Reconciliation initiatives, strategies, and legislation.

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.

Executives model **Integrity and Authenticity**, building a culture of trust, integrity, risk taking and creative thinking in the organization by 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 **Interpersonal Relationships**, executives ensure that they are enhancing the organization's relationships partners. This includes building strategic alliances, managing conflicts among different parties, negotiating to derive optimum solutions, and effectively communicating ideas, analyses and proposals.

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