

**Assistant Deputy Minister
Education Programs Division
Ministry of Education**

Victoria, BC

British Columbia has one of the best education systems in the world, and you have the opportunity to help make it even better. The Ministry of Education has a renewed and clear mandate—to enable every learner to maximize their potential—which fuels our passion and vision that B.C. has educated citizens who thrive in a rapidly changing world.

The Ministry of Education provides leadership for the K-12 education system through governance, legislation, funding, policy and standards. The Ministry's role in helping to meet the purpose of the school system involves co-governing the education system with boards of education, working closely with a network of partners, including independent school authorities, professional education organizations, public libraries, First Nations representatives, provincial ministries and agencies and the private sector.

Reporting to the Deputy Minister, the Assistant Deputy Minister, Education Programs Division is responsible for leading the division and designing and implementing key education standards including provincial curriculum, assessments, and related programs. This role requires deep expertise and leadership in the public sector along with a keen knowledge of how to drive public policy and achieve positive results. The successful candidate will have a related degree (Masters preferred) and extensive recent, relevant experience including senior leadership and building effective working relationships with stakeholders, colleagues, and employees.

Please see the following detailed role description and complete listing of qualifications for more information.

To express your interest in this opportunity, please submit your cover letter and resume to Executive.Recruitment@gov.bc.ca by **November 5, 2018**. The appointee will be required to consent to a criminal record check. Thank you to all who express interest.

Ministry of Education
Assistant Deputy Minister, Education Programs Division

Role Profile

Ministry Overview

The Ministry of Education places student success at the centre of its mandate by continually focusing on improving results and ensuring equity of access and outcomes for all 640,000 students. Our success will be measured by how well all students are succeeding in life, regardless of their background or where they live in British Columbia. This commitment depends on using evidence to make decisions, improving programs and policies that are not optimal for students, enabling equity of access to quality education for every student, aligning investments that clearly demonstrate better outcomes, and leading through innovative approaches.

The ministry's mandate is to develop the "Educated Citizen," which is defined as the intellectual, human, social, and career development of students. The ultimate purpose of the education system is for our children to achieve their individual potential and become independent adults who enjoy happy, successful, and prosperous lives.

The Ministry of Education provides leadership for the K-12 education system through governance, legislation, funding, policy and standards. Specific roles and responsibilities are set out under the *School Act*, *Independent School Act*, *Teachers Act*, *Library Act*, *First Nations Education Act*, and accompanying regulations.

The Education Programs Division is responsible for providing leadership for the design, development and implementation of provincial curriculum and assessments for other provincial educational programs.

Position Overview

Reporting to the Deputy Minister, the Assistant Deputy Minister, Education Programs Division (ADM Education Programs) is responsible for leading the division and designing and implementing key education standards including provincial curriculum, assessments, and related programs. .

Working closely with B.C. education partners and teams of educators, the ADM Education Programs is a proven leader who is capable of working in a complex government environment as well as with the B.C. school system. This role is a key bridge between the ministry and the school districts.

Ministry of Education
Assistant Deputy Minister, Education Programs Division

Role Profile

Accountabilities

- Provides program area leadership and focus on executing outcomes.
- Leads the development and implementation of the provincial curriculum, assessments, reporting policies and related programs to increase student achievement.
- Responds to critical learning issues; assesses the impact and realigns deliverables, policies and processes to address these issues.
- Ensures a future-oriented focus on the long-term outcomes and progression of students to prepare them for the next steps in their education, career or enterprise.
- Ensures that strategies and plans support the needs of local and regional economies.
- Creates and drives excellence in education within the ministry and throughout the sector.
- Enhances the organization's relationships with educational leaders, teachers, parents and trustees.
- Identifies, pursues and leverages sustainable partnership opportunities and establishes formal relationships that allow for the exchange of information and opportunities.
- Builds a culture of trust, integrity, risk taking and creative thinking to drive improved student outcomes.
- Participates as a member of the Ministry's Executive Committee providing corporate strategic leadership and direction to the Ministry and is accountable for the outcomes and deliverables assigned to the Division.
- Develops a strong leadership team, enabling staff to contribute effectively to the realization of division goals and objectives.
- Proactively identifies and assesses the nature and urgency of emerging education issues and recommends strategies to respond and ensure the province's commitment to sound education stewardship.

Qualifications

Degree (Masters preferred) in business/public administration, education or another related field plus extensive recent, related experience including:

- Substantial senior-level experience and demonstrated leadership, empowerment, championing, change management, and influence management skills.
- Senior public sector leadership experience, preferably within a Canadian jurisdiction such as a provincial government, federal government, government agency, or school district;
- In depth knowledge of government processes, public delivery systems and structures, and issues management.

Ministry of Education
Assistant Deputy Minister, Education Programs Division

Role Profile

- Demonstrated ability to deliver in a complex, stakeholder-driven sector and a proven record of success and credibility in a public public-profile position dealing with a variety of stakeholder groups.
- Demonstrated leadership experience building and fostering effective and collaborative working relationships with staff and colleagues;
- Strong understanding of the challenges, complexities and issues inherent in designing, developing and implementing public policy and education change initiatives.
- Ability to articulate the vision for education to district superintendents, trustees, principals, teachers, parents.

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 in addition to Holding People Accountable for meeting performance expectations.

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

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