



Where ideas work

**Assistant Deputy Minister
Mines, Competitiveness and Authorizations
Ministry of Energy, Mines and Low Carbon Innovation
Victoria, BC**

The Ministry of Energy, Mines and Low Carbon Innovation is responsible for British Columbia's electricity, alternative energy, hydrogen, oil, natural gas and related infrastructure, and the province's mining and mineral exploration sectors. To support Government's coordinated climate, energy and economic objectives, the ministry focuses on advancing energy efficiency and clean or renewable energy sources and technologies, making sure that the energy we use, develop and export is the cleanest possible.

British Columbia's vision for exploration and mining is "thriving, globally competitive, safe and environmentally responsible exploration and mining sectors, significantly benefiting all British Columbians". Along with this, the ministry's strategic goals of safe and environmentally responsible energy, mineral and petroleum resource development and use; and working with First Nations, communities and industry cooperatively for the responsible development and use of BC's energy, mineral and petroleum resources form a strong foundational mandate.

The Mines, Competitiveness and Authorizations division manages the exploration and development of British Columbia's mineral resources, implements policies and programs to encourage investment and development, while ensuring worker safety and environmental stewardship of the land. The division reviews, approves and regulates mineral exploration and mining projects to assist industry, and protect workers, the public and the environment.

Working closely with both Deputy Minister and Minister, the ADM is responsible for leadership in the development and delivery of mining strategies and Service Plan objectives, fostering close and collaborative relationships across industry, business, community and investment communities, and partnerships with all levels of government. While making informed course corrections to address new challenges and direction, the ADM leads, develops and manages a team of skilled professionals who implement objectives for minerals and mining in British Columbia.

The successful candidate will be a senior leader with substantial experience in the development and implementation of strategies with significant financial, business and economic impacts. Drawing on their knowledge of the mineral and mining industry and their established relationships there, they are a clear communicator able to prioritize a complex, inter-dependent landscape of deliverables while inspiring a high-performing, diverse team to effectively implement government objectives.

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.

On November 1, 2021 the BC Public Service announced the COVID-19 Vaccination Policy that defines the conditions and expectations for BC Public Service employees regarding vaccination against COVID-19. Among other possible measures, proof of vaccination is required. It is a term of acceptance of employment that you agree to comply with all vaccination requirements that apply to the public service. More information can be found [here](#).

To apply please email a clear and concise cover letter and resume (.pdf) to Executive Recruitment at: Executive.Recruitment@gov.bc.ca by February 13, 2023. Please note application documents must be in .pdf format. Email Executive Recruitment if assistance is needed. Thank you to all who express interest.

**Assistant Deputy Minister
Mines, Competitiveness and Authorizations
Ministry of Energy Mines and Low Carbon Innovation
Victoria, BC**

Salary Range \$156,900 - \$200,200

Ministry

The Ministry of Energy, Mines and Low Carbon Innovation (Ministry) is responsible for British Columbia's (B.C.'s) electricity, alternative energy, hydrogen, oil, natural gas and related infrastructure, and the province's mining and mineral exploration sectors. These sectors are made up of diverse interests that explore for and produce critical minerals, petroleum and natural gas and other valuable minerals and that develop energy and electricity generation, transmission and distribution infrastructure. To support Government's coordinated climate, and clean energy and economic objectives, the Ministry focuses on advancing energy efficiency and clean or renewable energy sources and technologies, making sure that the energy we use, develop and export is the cleanest possible.

The following strategic goals of the Ministry provide a clear mandate for the key activities within the Ministry:

- Thriving and competitive energy, mineral and petroleum resource sectors
- Safe and environmentally responsible energy, mineral and petroleum resource development and use
- The Ministry, First Nations, communities and industry working cooperatively for the responsible development and use of BC's energy, mineral and petroleum resources

The British Columbia vision for exploration and mining is a *“thriving, globally competitive, safe and environmentally responsible exploration and mining sectors, significantly benefiting all British Columbians”*.

Position Overview

The Division manages the exploration and development of British Columbia's mineral resources, implements policies and programs to encourage investment and development, while ensuring worker safety and environmental stewardship of

the land. The Division reviews, approves and regulates mineral exploration and mining projects to assist industry, and protect workers, the public and the environment.

The Division administers the Mines Act, Mineral Tax Act, and the Mining Right of Way Act. These Acts and supporting legislation ensure the health and safety of mine workers, communities and the environment and govern the collection of mining related revenues for the Province.

The Mines, Competitiveness and Authorizations Division has a budget of \$24+ million. The Division is divided into five areas of responsibility:

Geoscience (BC Geological Survey in Victoria and Vancouver)

This area generates and maintains an inventory of the Province's mineral, coal and aggregate resources through geoscience field surveys and from industry reports. The inventory is used to attract industry investment and to assist with stewardship of the provincial mineral resources. In addition, extensive industry liaison and marketing provides a strong competitive advantage for BC.

Mineral Titles Branch

Mineral Titles Branch administers the legislation governing the acquisition, exploration and development of mineral, placer mineral and coal rights in the Province. The Branch maintains the coal and mineral titles registries under the Mineral Tenure Act, Coal Act and related legislation.

Major Mines

Major Mines Office (MMO) is responsible for the coordination of highly strategic major mining projects in British Columbia. These high value projects involve the natural resource sector, the mining industry, Indigenous nations, and are highly sensitive, involving the coordination of multiple ministries and multiple stakeholders. This office coordinates all projects throughout the permitting process, and through this centralized coordination, is expected to reduce permitting delays.

Regional Permitting (Five Regional offices)

Regional Operations is responsible for fair, effective, and transparent regulatory oversight of 4000 permitted mines across 5 regions - specifically Sand and Gravel Pits, Industrial Mineral and Rock Quarries, and Pacer and Mineral Exploration.

Priority Advancement and Indigenous Relations

The Priorities Advancement and Indigenous Relations (PAIR) Branch is responsible for advancing and resolving key strategic issues across the mining sector, supporting project advancement through both the Major Mines Office and the Regional Operations branches, and providing a leadership scope to the Division in its reconciliation efforts with Indigenous Peoples.

Role of the Assistant Deputy Minister (ADM):

The ADM position provides leadership in the development, implementation and outcomes of the Service Plan objectives and Mining Plan strategies and actions for the Mines, Competitiveness and Authorizations Division and provides management oversight to ensure that the strategies are effectively executed to achieve the desired results.

The ADM is responsible for leadership, management and development of a diverse team of individuals who provide leadership, management and action to implement Division, Ministry and government objectives for minerals and mining in British Columbia.

The ADM is responsible for leading and facilitating active consultation on strategies, initiatives, and plans with key internal stakeholders including the Deputy Minister and Minister, senior leaders across government, and staff within the Ministry. The ADM ensures policies and practices are aligned with the rights of Indigenous Peoples as established under the *Declaration Act*.

The ADM is responsible for facilitating strategic consultation on government strategies and goals with key external partners, Rights Holders and stakeholders including senior industry representatives, investment partners, other jurisdictions, and business and community representatives.

This role is responsible for developing and implementing mechanisms to track the Division's outcomes and to analyze the effectiveness of strategies and operations. As a result of this ongoing analysis, the ADM is responsible to make the course corrections required to mitigate new challenges, changes in government and/or Ministry directions, and in consideration of other factors that may impact Service Plan objectives. The ADM is responsible to regularly report on Service Plan objectives and results to the Deputy Minister and Minister.

As a member of the Ministry senior executive team, the ADM is expected to apply a strategic corporate perspective to Ministry plans, issues, challenges, and decisions, and to be an active team member willing to align and integrate Divisional goals and activities to achieve overall results for the Ministry. In carrying out leadership responsibilities in the Division, the ADM will model this corporate team player approach in support of the operating model for the Ministry.

The ADM, in carrying out these responsibilities, will work closely with the Deputy Minister and the Minister to foster close and collaborative strategic relationships with industry representatives and stakeholders.

This position will also work closely with the senior leaders of the other divisions within the Ministry to ensure coordination, alignment and partnership opportunities are being explored and implemented to achieve overall ministry goals.

The ADM will establish executive liaison relationships across government and in particular with the senior executive at Intergovernmental Relations, Ministry of Environment, Ministry of Agriculture, Environmental Assessment Office, Ministry of Water, Lands and Resource Stewardship, Crown agencies, Attorney General, and the Ministry of Finance.

Required relationships at the Federal Government level will include Natural Resources Canada, Department of Fisheries and Oceans, Canadian Environmental Assessment Agency and other related agencies.

Responsibilities and Accountabilities

- ◆ Ensure the outcomes of the Division are clearly defined and aligned with the Service Plan. Holds the leadership within the Division accountable to produce results and focus efforts on the desired corporate outcomes of the Ministry Service Plan and Government's Strategic Plan.
- ◆ Provide leadership and direction to the Mines, Competitiveness and Authorizations Division to ensure responsibilities and goals are clear, communicated, monitored and are successfully achieved within the specific timeframes.

- ◆ Ensure the key program responsibilities of the Division are organized, documented, and implemented using a management systems and process approach using international standards organization principles.
- ◆ Ensure a positive work environment exists to engage, support and reward employees, and to direct the implementation of performance management programs including Employee Performance and Development Plans as well as Learning and Development Plans.
- ◆ Establish the mechanisms required to engage industry, investor, government, and community stakeholders on strategies to position BC as a fiscally competitive jurisdiction for resource exploration and development opportunities.
- ◆ Implement an overarching mining strategy for British Columbia, with a supporting framework, strategies, outcomes, and business plan.
- ◆ Lead the development and execution of strategies to identify, stimulate and facilitate exploration and development opportunities.
- ◆ Ensure effective management systems and processes required to facilitate infrastructure development are established in order to improve access to mineral exploration and mining development opportunities and to enhance one-window of access to industry clients.
- ◆ Direct the development and implementation of the integrated systems required in order to develop improved knowledge and information base for mineral geology and to identify new exploration and mining development opportunities within BC.
- ◆ Develop collaborative teams within the division and ensure active participation on cross-ministry teams in order to achieve divisional goals and to ensure success of broader strategies and goals.
- ◆ Represent the Ministry and Government to industry, provincial and national stakeholders in the consultation, promotion and implementation of Ministry Mines, Competitiveness and Authorizations strategies in order to demonstrate Ministry and Government focus and interest in the industry and to build credibility and trust with these stakeholders.

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, Indigenous, and other people of colour (BIPOC), those with diverse sexual orientation or gender identity (LGBTQ2S+) and/or others having abilities and experiences with diversity.

- Experience in a senior leadership role in the development and implementation of significant strategies with substantial financial, business and economic impacts.
- Knowledge of and experience working with the mining and minerals industry, including knowledge of the economic and business dynamics of the industry (e.g., supply and demand forces).
- Established relationships with industry representatives and inter-governmental representatives at all levels (e.g., municipal, provincial, national, cross-border).
- Previous leadership experience with a diverse, multi-functional workforce with a proven track record of focusing on outcomes and achieving results.
- Previous experience representing “corporate / government” strategies, plans and opinions in a variety of settings.
- Understanding of government operations, policy and legislation and the dynamics of inter-governmental agendas.

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**, ADMs 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**, ADMs 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.

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