

**Ministry of Forests, Lands, Natural Resource Operations & Rural Development**  
**Assistant Deputy Minister, Integrated Resource Operations**  
**Victoria, BC**

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development is the Province's land manager, responsible for stewardship of Provincial Crown land, cultural and natural resources. Operating on a provincial land base of over 94 million hectares, the ministry ensures the sustainable management of forest, wildlife, water and other land-based resources, works with rural communities to strengthen and diversify their economies, and supports activities that provide benefits for all British Columbians both economically and environmentally. The ministry protects public safety through wildfire prevention, mitigation and suppression strategies and facilitates safe public access to a wide range of recreational activities and access to British Columbia's wilderness and backcountry.

The ministry also works with the Forest Enhancement Society of British Columbia (FESBC); a Crown agency accountable to the ministry, to deliver its mandate as described in the FESBC 2017/18 – 2019/20 Service Plan. The ministry is responsible for policy development, operational management and implementation, and administers all or part of 62 statutes and associated regulations.

The Assistant Deputy Minister (ADM), Integrated Resource Operations provides leadership to the Division including strategic oversight for development of policy and practices to a number of operational program areas that are provincial in scope within the Ministry. The areas of responsibility include: Archaeology, Compliance and Enforcement, GeoBC, Heritage, Mountain Resorts, Recreational Sites and Trails BC.

The ADM provides expert, strategic advice to the Deputy Minister, the Minister, and where appropriate, the Premier and Cabinet. As ADM, you are a seasoned, self-directed executive leader who has vision, integrity and authenticity. Developing lasting positive relationships is key to your strategic business approach. The ideal candidate will have a university degree in a business related discipline such as Public Administration, Business Management, or in Law; and extensive experience providing strategic and business leadership. The candidate will have an understanding of the challenges, complexities and issues inherent in stewardship and a record of success in a public profile position dealing with Ministers, senior government officials, the media and a variety of stakeholder groups.

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

To express your interest in this opportunity, please submit your cover letter and resume to [Executive.Recruitment@gov.bc.ca](mailto:Executive.Recruitment@gov.bc.ca) by January 15<sup>th</sup>, 2018.

Thank you to all who express interest.

## **Role Profile**

### **Ministry of Forests, Lands, Natural Resource Operations and Rural Development Assistant Deputy Minister Integrated Resource Operations**

#### **Ministry Overview**

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development is the Province's land manager, responsible for stewardship of Provincial Crown land, cultural and natural resources. Operating on a provincial land base of over 94 million hectares, the ministry ensures the sustainable management of forest, wildlife, water and other land-based resources, works with rural communities to strengthen and diversify their economies, and supports activities that provide benefits for all British Columbians both economically and environmentally. The ministry protects public safety through wildfire prevention, mitigation and suppression strategies and facilitates safe public access to a wide range of recreational activities such as hunting, fishing and access to British Columbia's wilderness and backcountry.

The ministry is responsible for policy development, operational management and implementation, and administers all of part of 62 statutes and associated regulations.

#### **Position**

The Assistant Deputy Minister (ADM), Integrated Resource Operations provides leadership to the Division including strategic oversight for development of policy and practices to a number of operational program areas that are provincial in scope within the Ministry. Primary responsibilities include:

- Archaeological permitting, site registry and management.
- Compliance and enforcement of provincial and treaty based First Nations laws relating to resource use.
- Provincial resource information, mapping and legal registry of natural resource tenures.
- Provincial heritage property management and conservation.
- Mountain resort development approvals and management.
- Management of the provincial recreation sites and trails system outside of Provincial Parks.

The Division is comprised of the following Branches / areas of functional responsibility: Archaeology, Compliance and Enforcement, GeoBC, Heritage, Mountain Resorts, Recreational Sites and Trails.

The ADM proactively develops strategic plans relating to the delivery of the Division's mandate. These plans must be consistent with government's goals and intentions; reflect consideration of their relationship to cross sector and cross-government plans including citizen-centred and integrated service delivery, communications, budgetary, legislative and intergovernmental strategies; and fit within the context of the Ministries overall plan.

The position establishes and maintains close liaison and effective working relationships with senior representatives of other provincial agencies, other provincial governments, the federal government, industry and resource development businesses, trade unions and business organizations, agencies regulating natural resource professionals, stakeholder groups, local governments, First Nations, academic institutions and community and environmental interest groups.

The position also contributes significantly to the province's international image through talks, publications and other public relations activities regarding archaeology, heritage, and recreation in British Columbia.

The ADM, Integrated Resource Operations 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.

The ADM is expected to provide expert, strategic advice to the Deputy Minister, the Minister, and where appropriate, the Premier and Cabinet. Advice should be based on sound research and analysis and appreciate linkages to a broad range of considerations.

The ADM is also responsible to the Division's staff and must work to maximize the productivity of the Division, implement the corporate human resources initiatives of government, and continue to make the public service an employer of choice.

In carrying out this senior executive role, the ADM is expected to exemplify the characteristics of leadership, teamwork, ethics, strategic vision, diplomacy, tact and discretion. The ADM must build and maintain effective and efficient alliances with ADM-level counterparts in other ministries and agencies.

The ADM has close links to:

- Deputy Minister, the Minister, Ministry ADM's and Executive Directors
- Federal government departments and other provincial government ministries and agencies (e.g. Ministries of Environment; Agriculture, Indigenous Relations and Reconciliation; Energy Mines and Petroleum Resources )
- Stakeholder groups (e.g. Canada West Ski Area Association, Union of BC Municipalities, Outdoor Recreation Council of BC, First Nations, forest industry representatives, etc)

## **Accountabilities / Responsibilities**

- Lead programs to promote sustainable management of archaeological values, heritage, outdoor recreation resort development in the province through policy, legislation, regulation, licensing, and standards;
- Lead compliance and enforcement activities, including legislation and policy development, related to natural resource activities on Crown Land to ensure sustainable management of natural resources and that the financial interests of the Crown are protected;
- Lead the provision of provincial resource information, mapping and legal registry of natural resource tenures to support sustainable natural resource development;
- Advise the Deputy Minister, Minister and government on broad policy, standards and regulatory issues affecting the achievement of the government's social, economic and fiscal policy priorities;
- Identify and justify the resource requirements needed to fulfil the mandate of the Division, and monitor and control fiscal, human and physical resources;
- Contribute to the integration, where appropriate, or coordination with, provincial policy regarding First Nations interests and rights, as they apply to accountabilities of the Division;
- Develop a strong management and professional team that enables staff to contribute effectively to the realization of Division goals and objectives;
- Participate in determining the strategic direction and policies of the Ministry as a member of the Ministry Executive Committee;
- Provide direction to ensure programs and initiatives are coordinated with those of other provincial and federal ministries, government agencies, Crown corporations and stakeholders;
- Communicate publicly on Division and Ministry programs on behalf of the Deputy Minister and Minister;
- Represent the Ministry and government on a variety of committees and at public forums at the provincial, national and international levels; and
- Directly assist the Minister in the legislature on questions during the annual Estimates Debate and regarding legislation.

## **Job Dimensions**

- Division Budget – \$37 million
- Division FTEs –310

## **Qualifications**

This opportunity requires post-secondary education (e.g. Public Administration, Business Management, Law); extensive experience providing strategic and business leadership; an understanding of the challenges, complexities and issues inherent in stewardship and a record of success in a public profile position dealing with Ministers, senior government officials, the media and a variety of stakeholder groups.

The successful candidate must maintain a record of success as a leader who has established goals, accomplished change, developed people and teams, built relationships, solved problems, and ensured accountability including proven leadership skills in large and diverse organizations.

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 political environment. The candidate will have the ability to bridge the interface between the Public Service and the elected members of the Legislative Assembly.

To be successful the candidate will have a record of establishing and maintaining positive relationships at senior levels within organizations, using sound negotiating skills to the benefit of all partners, considerable experience managing and motivating staff, building strong and positive work relationships at all levels, and demonstrating strong influence management abilities.

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

## **Competencies**

To achieve government's **Vision**, ADMs must position and structure their organization to maximize its effectiveness. ADMs 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.

ADMs 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 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.

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