

**Ministry of Finance
Assistant Deputy Minister
Revenue Division**

Victoria, BC

The Ministry of Finance plays a key role in establishing, implementing and reviewing government's economic, fiscal, financial management and taxation policies. The ministry delivers tax administration and revenue and treasury management that provide funding essential for government programs for British Columbians.

The Revenue Division provides administration and compliance activities for tax statutes administered by the Ministry, including audit assessments, tax refunds, and tax credit and benefit programs. This business area also collects royalties, taxes and fees levied on mineral, oil and gas production, and works with other levels of government collecting taxes on behalf of the Province. The Division consists of the following branches: Consumer Taxation Audit; Consumer Taxation Programs; Public Information and Corporate Services; Income Taxation; Investigations Unit; Mineral, Oil and Gas Revenue; Property Taxation; Receivables Management Office; Revenue Solutions; and Tax Appeals and Litigation Branch.

The Assistant Deputy Minister, Revenue Division is responsible for the operation and delivery of revenue and tax collection programs for the Province of British Columbia. With annual gross revenue of over \$16 billion, the division's programs are the largest source of provincial revenues required to support public services to meet the needs of citizens in British Columbia. The position reports directly to the Deputy Minister of Finance.

The Assistant Deputy Minister leads the effective, efficient and fair administration of revenue programs, while ensuring a high level of customer service. The Revenue Division, with a staff of approximately 730 staff located throughout the province, represents a key business area of government where revenue administration activities are balanced among taxpayer and client assistance, education and service on one hand, with compliance activities on the other hand.

This challenging opportunity works in a changing environment which requires both strategic thinking and strong management and leadership skills. You are an articulate, dynamic, self-directed and problem-solving leader. You must be able to translate political and policy direction into action using positive working relationships both inside and outside government. Your involvement in the development of large projects is an asset.

A detailed role description and complete listing of qualifications is below.

To express your interest in this opportunity, please submit your cover letter and resume to Executive.Recruitment@gov.bc.ca by February 19, 2018. The appointee will be required to consent to a criminal record check. Thank you to all who express interest.

Role Profile

Ministry of Finance Assistant Deputy Minister Revenue Division

MINISTRY OVERVIEW

The Ministry of Finance plays a key role in establishing, implementing and reviewing government's economic, fiscal, financial management and taxation policies. The ministry delivers tax administration and revenue and treasury management that provide funding essential for government programs for British Columbians.

Key responsibilities include:

- Policy development, regulation and enforcement for specific sectors including financial services and real estate;
- Developing forecasts of the provincial economy, developing and monitoring government's capital plan and three-year fiscal plan, managing significant risk and opportunities relating to the plan;
- Oversight for the financial, procurement and administrative governance as well as banking, accounting and risk and debt management services for the broader public service;
- Identifying and collecting amounts owed to the government in relation to statutes the Ministry directly administers, as well as statutes administered by other ministries;
- Performance and financial management audits of ministry, agency and Crown corporation programs and functions to help improve efficiency and ensure governance, management and control systems are operating effectively.

PROGRAM

The Revenue Division delivers \$16 billion in tax and non-tax revenue administration for the Province. This comprises the following key responsibilities:

- Management of a major alternate service delivery contract with ESIT Advanced Solutions Inc. (\$44.3 million/year) for the delivery of revenue services for other ministries, primarily medical services plan premiums (1 million+ accounts, over \$1.9 billion in collections of accounts receivable), IM/IT services supporting the Revenue Division, payment processing, and operation of a Revenue Management System.
- Management of the relationship with the Canada Revenue Agency and oversight of the agency's delivery of British Columbia's tax and tax credit and benefit programs. This includes corporate income tax (\$3 billion), personal income tax (\$9.7 billion) and tax credit programs (\$1.2 billion) under the Tax Collection Agreement.
- Delivery of tax and revenue administration activities under 25 statutes. These programs are the largest source of provincial revenue required to support public services for British Columbians. Activities include public information on compliance obligations, audit, inspection, criminal investigations, collections, appeals and litigation. These services are delivered through a team located throughout the Province of British Columbia and in the Province of Ontario. The division collects revenue on behalf of local governments, other agencies, and other ministries. Incremental revenue identified through audit and compliance activities is \$300 million annually.

POSITION

The Assistant Deputy Minister leads the effective, efficient and fair administration of revenue programs, while ensuring a high level of customer service. The incumbent will effectively manage the contract and relationship with the alternate service provider, the agreements with the Government of Canada and relationship with the Canada Revenue Agency for tax and benefit administration to ensure that the province's revenue interests are met. The position is responsible for continuing to promote consolidated revenue management for the province including the development of associated corporate policy and the "centre of excellence" for revenue management within government. This requires strong strategic focus and the development and maintenance of key partner relationships.

ACCOUNTABILITIES

- Effectively manages the contract and relationship with the alternate service provider to ensure key outcomes and contractual obligations are met and the objectives of the contract are achieved.
- Leads the development and implementation of a corporate approach to revenue management activities including policies, practices and technological solutions to facilitate receivables management, collections, loans management and compliance.
- Effectively manages the relationship with the Canada Revenue Agency for the delivery of British Columbia's personal and corporate income taxes and tax credit and benefit programs.
- Leads the planning and delivery of the administration, compliance and enforcement activities for statutes imposing taxes, fees and natural resource royalties for the province and other governments. This includes promoting voluntary compliance through clear effective public information, public education programs and taxpayer assistance.
- Through engagement and cross-jurisdictional collaboration with affected stakeholders, ensures revenue programs are fair, consistent with legislation and policy, effective, efficient and delivered with a focus on high calibre customer service.
- Ensures alignment of resources with strategic initiatives to deliver on the priorities of the ministry and government.
- Ensures availability of strategic, technological system solutions to meet evolving business and customer needs and to promote consolidated revenue management and the centre of excellence. This includes leading major systems development and upgrade projects.
- Leads major projects to improve revenue management and to deliver on key government priorities such as the Revenue Transformation Initiative and the Petrinex Project.
- Provides vision and leadership to staff of 9 large operational branches.
- Maintains a strong culture of teamwork, trust and respect, where employees are provided with the support, development and tools to deliver outstanding results, and are recognized for their achievements.
- Provides strategic advice to the minister, deputy minister, cabinet and caucus committees on revenue programs.

IMPACT OF DECISION MAKING

Decision making regarding revenue administration impacts the timely and effective management of \$16 billion in provincial revenue, required to fund essential government programs and services.

ALIGNMENT WITH GOVERNMENT PRIORITIES

Effective revenue administration is a key element of government meeting its fiscal commitments regarding balancing the provincial budget while being able to fund priority programs such as health care and education.

JOB DIMENSIONS

Budget

Gross: \$184.382M

Recoveries: \$94.62M

Net: \$89.762M

Full Time Equivalents (FTEs): 730

QUALIFICATIONS AND EXPERIENCE

- Post-secondary degree in a relevant field (business, accounting, law, public administration, etc.);
- Expert knowledge and substantial executive/senior management experience in the area of taxation, revenue and contract management;
- Knowledge and experience in program and service delivery in the public sector;
- Proven record of successful stakeholder relationships given that a key component of this role is to lead and manage the complexity and scope of multiple functions, stakeholders (CRA, alternative service provider, municipalities, Land Title and Survey Authority, ICBC, Canada Border Services Agency, International Fuel Tax Agreement, etc.) and interests;
- Experience leading information technology and systems to respond to changing organizational needs and government priorities;
- Experience developing, mentoring and coaching staff to contribute to the succession management and knowledge transfer deliverable
- Superior strategic thinking, decision making and negotiating skills;
- Ability to effectively lead a strong team, which is dispersed throughout the province, to deliver on government and division objectives and that results are achieved;
- Ability to maintain long-term, strategic focus which is aligned with government priorities while delivering short-term solutions with the ability to deliver within tight deadlines;

The appointees 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. 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 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.

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