

**Ministry of Community, Sport and Cultural Development**  
**Executive Lead – Arts, Culture and Sport Division**  
**Victoria, BC**

The Ministry of Community, Sport and Cultural Development brings together key government services and supports which help to make B.C. communities great places to live, work, visit and invest. The Ministry takes leadership in supporting local governments, non-profit organizations and residents to build vibrant and healthy communities that are well governed, livable, safe, economically resilient, socially and environmentally responsible and full of opportunities for participation in sport and the arts.

The Ministry oversees the following Crown corporations, agencies, boards and commissions, which are integral to achieving the Ministry's mission: the BC Arts Council, the BC Assessment Authority, the BC Games Society, the Board of Examiners, the Islands Trust Fund, the Property Assessment Appeal Board and the Royal BC Museum. The Ministry also oversees the Office of the BC Athletic Commissioner and the University Endowment Lands, administers the annual Property Assessment Review Panel process and supports the Audit Council for the Auditor General for Local Government. The Ministry is also responsible for TransLink.

The Arts, Culture and Sports Division supports the development and implementation of policy and programs related to arts, culture, and sport, including: the administration and delivery of BC Arts Council programs under the Arts Council Act; the administration of the Arts Legacy Fund and the BC 150 Cultural Fund (BC Arts and Culture Endowment); support and funding for sport, physical activity, sport infrastructure, and local hosting of events; and the administration of the Physical Fitness and Amateur Sports Fund.

The overall primary focus of the Executive Lead is ensuring British Columbians have opportunities to enjoy an active lifestyle through sport, engage in creative and cultural activities, and build strong communities through civic engagement and the non-profit sector by providing leadership and direction to the Arts, Culture and Sports Division to meet objectives and goals set out by the Ministry. This position reports directly to the Deputy Minister of Community, Sport and Cultural Development, has 4 direct reports and a division complement of approximately 45 staff.

Qualifications for this role include a University degree, preferably at the post-graduate level, in an area of expertise directly related to the Arts, Culture and Sport industry and sector; an exemplary track record of progressive strategic leadership experience and success with, at least 5 years senior leadership experience leading and empowering multi-disciplinary teams in program and policy environments; and direct experience in developing partnerships and maintaining relationships with ministries, other levels of government, industry, not-for profit and community stakeholder groups.

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](mailto:Executive.Recruitment@gov.bc.ca) by October 11<sup>th</sup>, 2016. The appointee will be required to consent to a criminal record check. Thank you to all who express interest.

**Role Profile**  
**Ministry of Community, Sport and Cultural Development**

**Executive Lead – Arts, Culture and Sport Division**  
Victoria, BC

**Ministry Overview**

The Ministry of Community, Sport and Cultural Development brings together key government services and supports which help to make B.C. communities great places to live, work, visit and invest. The Ministry takes leadership in supporting local governments, non-profit organizations and residents to build vibrant and healthy communities that are well governed, livable, safe, economically resilient, socially and environmentally responsible and full of opportunities for participation in sport and the arts.

The Ministry oversees the following Crown corporations, agencies, boards and commissions, which are integral to achieving the Ministry's mission: the BC Arts Council, the BC Assessment Authority, the BC Games Society, the Board of Examiners, the Islands Trust Fund, the Property Assessment Appeal Board and the Royal BC Museum. The Ministry also oversees the Office of the BC Athletic Commissioner and the University Endowment Lands, administers the annual Property Assessment Review Panel process and supports the Audit Council for the Auditor General for Local Government. The Ministry is also responsible for TransLink.

In addition, the Ministry works in close partnership with provincial, federal and municipal governments and agencies, as well as private and not-for-profit organizations. Some of these key partners include: Infrastructure Canada, the Municipal Finance Authority of British Columbia, the Local Government Management Association, the Government Finance Officers Association of BC, the Municipal Insurance Association of BC, the Union of British Columbia Municipalities (UBCM) and TransLink.

**Division Overview**

The Arts, Culture and Sports Division supports the development and implementation of policy and programs related to arts, culture, and sport, including: the administration and delivery of BC Arts Council programs under the Arts Council Act; the administration of the Arts Legacy Fund and the BC 150 Cultural Fund (BC Arts and Culture Endowment); support and funding for sport, physical activity, sport infrastructure, and local hosting of events; and the administration of the Physical Fitness and Amateur Sports Fund.

Within the Division, the Arts and Culture Development Branch supports excellence in the creative sector to enhance cultural, social and economic development in B.C. through strategic, transparent investment and innovative partnerships within the sector and across government. The branch also acts as the BC Arts Council's secretariat and program delivery agency.

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The Sport Branch works to maximize the power of sport to contribute to healthy citizens and stronger communities. To this end, it supports participation in organized sport as a way for British Columbians to lead active, healthy lives; the development of internationally competitive athletes; and the hosting of major sport events in B.C. communities.

#### **Position Overview**

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This position reports directly to the Deputy Minister of Community, Sport and Cultural Development, has 4 direct reports and a division complement of approximately 45 staff.

#### **Responsibilities / Accountabilities**

- Provide leadership to and fulfil a role of primary provincial liaison with key arts, culture and sport stakeholders including RBCM, BC Arts Council, ViaSport, Aboriginal Tourism BC, and BC Games Society.
- Lead government role for midsize and major sporting events (i.e. Canada Winter Games, Prince George).
- Lead sport sector policy development and programs, including providing oversight to viaSport.
- Lead arts and culture policy development and programs, including providing oversight to the BC Arts Council.
- Provide oversight of investments in Aboriginal artists and cultural organizations.
- Ensure B.C.'s major cultural organizations maintain or improve their net financial position compared to the previous year.
- Ensure that there are more than 200 Communities and 27 Rural Districts where cultural and artistic activities are supported with BC Arts Council Funding.
- Oversight of formal Provincial Capital Commission programs.
- Represent provincial interests in relation to national initiatives for the province on Federal-Provincial-Territorial groups in relation to Culture and Heritage and in relation to Sport.
- Lead a team of approximately 45 staff with responsibility for operational activities as well as business and strategic planning for the division.
- A member of the ministry's executive team, work collaboratively with other divisions, share responsibility for development, planning and implementation of cross-ministry initiatives, and contribute to achieving the corporate goals of the Ministry and government.

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- Prepare and deliver briefings for, and provides advice and recommendations to Assistant Deputy Ministers and Deputy Ministers.
- Establish and develop partnerships and relationships with other ministries, other levels of government, industry, not-for profit and community stakeholder groups to lead policy and initiatives.

### Qualifications

- University degree, preferably at the post-graduate level, in an area of expertise directly related to the Arts, Culture and Sport industry and sector. (e.g. Public Administration, Humanities, Arts, Business Administration). An equivalent combination of education and experience may be considered.
- An exemplary track record of progressive strategic leadership experience and success with at least 5 years senior leadership experience leading and empowering multi-disciplinary teams in program and policy environments.
- A proven track record of collaborative, complex, multi-sector, multi-agency strategic planning and program implementation.
- Direct experience in developing partnerships and maintaining relationships with ministries, other levels of government, industry, not-for profit and community stakeholder groups.
- Excellent understanding and knowledge of BC's arts, culture and sport sector.
- Excellent leadership, consultation, relationship-building and influence management skills with a proven track record of establishing long-term, cooperative relationships.
- Strong communication skills, change management, leading and building teams while displaying sound judgement and persuasion skills.

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

### Competencies

To achieve government's **Vision**, this role must position and structure their organization to maximize its effectiveness. This role is responsible for practicing **Strategic Thinking** in translating the vision to goals and strategies and support their accomplishment through facilitation and leading change.

In **Stakeholder Relationships**, this role ensures that enhancing of the organization's relationships with external partners and stakeholders. This includes building strategic

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alliances, managing conflicts, negotiating effectively, and effectively communicating ideas, analyses and proposals to stakeholders.

This role models **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**, this role 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*