



BC ASSESSMENT

**PRESIDENT AND CHIEF EXECUTIVE
OFFICER**

**BC Assessment
President and Chief Executive Officer
Victoria, BC**

BC Assessment is a publicly owned Crown corporation that provides property assessments for over 2 million properties in the province of British Columbia and is Canada's largest employer of property appraisers. For the fourth time, BC Assessment is recognized as one of BC's top employers "[Top 2017 Employer" Award](#).

As the most senior executive within the organization, reporting to the Board of Directors, the President and CEO provides strategic leadership for BC Assessment. The incumbent is responsible for the overall management of BC Assessment's operations, products and services, and for organizational compliance with Provincial Legislation. This position serves as the primary point of contact for senior provincial and municipal government officials, assessment organizations, and stakeholders.

The successful candidate is an experienced executive leader with a university degree in a related discipline and a proven record of achieving results within a Board of Directors governance model. The President and CEO is a motivational leader who promotes a corporate culture of customer service excellence and continuous business improvements. This executive leadership role requires a highly effective communicator with a collaborative approach, with the ability to incorporate and balance shareholders' and partners' needs, be a steward for financial sustainability and a visionary in data innovation and technology. Further, a thorough understanding and appreciation of appraisal and assessment principles, guiding Legislation, real property and the relation to BC's economy is key to success in this role.

For more information please see the complete role profile below. To express your interest in this opportunity, please email your cover letter and resume to Executive.Recruitment@gov.bc.ca by May 5, 2017. Thank you to all who express interest.



INFORMATION

Division:	Office of the President and Chief Executive Officer
Department:	Office of the President and Chief Executive Officer
Supervisor:	BC Assessment Board of Directors
Location:	Victoria, BC

POSITION SUMMARY

As the most senior executive position within the organization, reporting to the Board of Directors, the *President and CEO* provides strategic leadership for BC Assessment. The incumbent is responsible for the overall management of BC Assessment’s operations, products and services, and for organizational compliance with Provincial Legislation. This position serves as the primary point of contact for senior provincial and municipal government officials, assessment organizations, and stakeholders.

RELATIONSHIPS

- Works closely with:
 - the Board Chair, Board of Directors,
 - the Minister responsible and senior Ministry officials on assessment issues and related legislated responsibilities;
 - other Ministries and Members of the Legislative Assembly and leaders of government agencies;
 - senior provincial and local government officials, Union of BC Municipalities representatives, Assessment leaders nationally and internationally, professional associations, and special interest groups.
- Provides leadership to the Executive Management Committee and all BC Assessment staff.
- Communicates with key stakeholders and other broader community.
- Is committed to strengthening the relationship between the province, as shareholder, and BC Assessment by maintaining regular open and transparent communication and consultation with the province through senior Ministry officials, where appropriate.

SPECIFIC ACCOUNTABILITIES AND DELIVERABLES

- Counsels and works cooperatively with the Board of Directors in implementing strategic objectives, operational plans, and corporate policies.
- Accountable for meeting BC Assessment’s Service Plan objectives.
- Accountable for ensuring the following duties are fulfilled, as delegated by the Board of Directors:
 - Property valuation and classification procedures are developed and administered fairly and effectively



- Preparation and completion of assessment rolls, notices, and statutory reports are carried out effectively
- Policies, practices, and deliverables are consistent with statutory requirements
- Appeals and legal cases are resolved
- Ensures BC Assessment's financial management and reporting framework reflects best practices consistent with regulations and the government's reporting requirements.
- Establishes a corporate culture of customer service excellence, accountability, operational effectiveness, and continuous business improvement.
- Provides leadership to the Executive Committee, co-develops annual performance plans, and conducts performance reviews for direct reports.
- Advances the understanding of all British Columbians concerning ad valorem taxation and its application in British Columbia.
- Develops future leaders through corporate succession planning.
- Performs other duties at the request of the Board of Directors.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Thorough understanding and appreciation of appraisal and assessment principles, processes, and issues.
- Thorough understanding of guiding Legislation.
- Thorough understanding of the BC economy as it relates to real property

Skills

- Organizational leadership.
- Building organizational capacity.
- Communications skills.
- Team-member skills.
- Customer focus.
- Business and political acumen.
- Innovation and change management skills.
- Strategic planning and organizational skills.

Ability to

- Articulate and facilitate a shared vision for the future.
- Demonstrate professional conduct.
- Act as a steward for financial sustainability.



COMPETENCIES

Leads Self

- Develops self-awareness of own assumptions, values, principles, strengths, and limitations.
- Models BC Assessment's values.
- Develops self by actively seeking opportunities and challenges for personal learning and growth.
- Manages self by taking responsibility for own performance.

Sets Direction and Aligns Resources

- Builds commitment to the vision for the office, department, or business unit consistent with BC Assessment's strategic vision.
- Aligns people, plans, processes and structure to achieve the desired future state.
- Creates and evaluates key performance measures.

Engages and Develops Talent

- Encourages and supports employees to be partners in their own development.
- Attracts and retains a quality workforce.
- Develops employees who demonstrate the qualities sought after in succession planning.
- Coaches, measures performance, and recognizes employees' achievements.
- Deals with non-performers effectively.

Creates a High Performance Culture

- Encourages employees to take ownership, accept responsibility and be accountable for outcomes.
- Effectively manages ambiguity and adapts to changing strategic priorities of BC Assessment.
- Creates a trusting environment for employees to innovate, take reasonable risks, and champion breakthrough ideas.
- Draws on diverse perspectives and experiences to make sound decisions and improve team performance.
- Promotes and fosters a customer-focused culture.
- Forges alliances and partnerships with others inside and outside the organization for strategic benefit and outcome achievement.

Steers Change

- Scans the environment for ideas, best practices, and emerging trends that will inform the organization's strategic direction.
- Develops new approaches to better meet BC Assessment's strategic objectives.
- Clearly communicates the rationale for change and the associated benefits.
- Collaboratively develops and implements ongoing change management plans.
- Embraces technological innovation where it advances BC Assessment's strategic objectives.
- Supports and promotes the ongoing advancement of BC Assessment's award-winning approach to employee workplace flexibility



EDUCATION AND EXPERIENCE

Education

- University degree in a related discipline with preference given to a post-graduate degree

Experience

- Significant senior executive leadership experience and experience working with a Board of Directors governance model.
- Leadership experience in real estate valuation and the assessment field is preferred.

Note: An equivalent combination of education, training, and experience may be considered.

SUPPLEMENTARY INFORMATION

Financial Responsibility

- Accountable for corporation staff headquartered in Victoria with 15 provincial area offices

Supervision

- Directly supervises staff: 9 FTEs*
- Supervises staff through subordinate supervisors: ~730 FTEs

*Positions directly supervised by President and CEO:

- 1) Vice President, Information and Technology Services
- 2) Vice President, Finance
- 3) Vice President, People
- 4) Vice President, Assessment
- 5) Vice President, Customer
- 6) Director, Communications and Government Relations
- 7) Director, Corporate Performance Management
- 8) Corporate Secretary (Administrative only) & General Counsel
- 9) Manager, Internal Audit (Administrative only)