

## OPHO Quick Reconciliation Checklist – Indigenous Recruitment & Retention

The following checklist should be asked of every OPHO job profile, including temporary, auxiliary, and internal jobs. Danièle and Kate are here to support if you need us!

<b>Key Questions</b>	<b>How to incorporate into the Job Profile</b>	<b>Complete?</b>
<p><b>1. Is Indigenous preference stated?</b></p>	<p>Add the following in the “preferred” job requirements area:</p> <p>Preference will be given to:</p> <ul style="list-style-type: none"> <li>• Applicants who self identify as Indigenous (e.g., First Nations, Métis or Inuit).</li> </ul> <p><b>Language used for Indigenous-exclusive competitions:</b> In recognition of the critical importance to this role of a lived understanding of Indigenous communities, history, values, and ways of knowing, this competition is restricted to self-identified Indigenous applicants (First Nations, Métis, or Inuit).</p>	
<p><b>2. Do you have a plan in place to enact Indigenous preference immediately following screening?</b></p>	<p><b>Responsibility of the Hiring Manager:</b> After completing the initial screening, where you determine who meets the general minimum education and experience criteria, enact the Indigenous preference and only proceed with those who self-identify as First Nations, Métis or Inuit. There may be candidates identifying as Indigenous to another region (e.g., New Zealand) and those candidates would not meet the Indigenous preference criteria which is specifically for candidates who are First Nations, Metis or Inuit.</p>	
<p><b>3. Have the two OPHO-wide Indigenous rights, reconciliation, and addressing Indigenous-specific racism accountabilities been included?</b></p>	<p>Add the following two bullet points to the beginning of the Accountabilities. Note: PSA Classifications have confirmed that this does not impact the Classification of the position at all.</p> <ul style="list-style-type: none"> <li>• Recognizes the inherent rights and title of BC First Nations and the inherent rights of all First Nations, Metis and Inuit people living in BC.</li> <li>• Actively works to uphold the inherent rights of Indigenous peoples by taking actions on specific Foundational Commitments made to Indigenous Peoples (e.g., UNDRIP, TRC, MMIWG &amp; In Plain Sight), being trustworthy in relationships with Indigenous partners, and taking anti-racist actions in all aspects of OPHO work.</li> </ul>	
<p><b>4. Is Indigenous Applicant Advisory contact included?</b></p>	<p>No action in Job Profile, but when PSA provides you with the Job Posting, please ensure this line is present:</p> <p>The <a href="#">Indigenous Applicant Advisory Service</a> is available to applicants that self-identify as Indigenous (First Nations, status or non-status, Métis, or Inuit) seeking work or already employed in the BC Public Service. For advice and</p>	

	<p>guidance on applying and/or preparing for an interview for this opportunity, we invite applicants to connect with the Indigenous Applicant Advisor Amanda by email: <a href="mailto:IndigenousApplicants@gov.bc.ca">IndigenousApplicants@gov.bc.ca</a> or by phone: 778-405-3452.</p> <p>Note: if proceeding with a participant guide type document, include this information there as well.</p>	
<p><b>5. Are Indigenous relations behavioural competencies included?</b></p>	<p>Hiring manager to identify and list relevant Indigenous Relations Behavioural Competencies from the interpretive guide <a href="#">here</a>), to replace the grey text</p> <p><b>Example from a previous posting:</b>  <b>INDIGENOUS RELATIONS BEHAVIOURIAL COMPETENCIES</b></p> <p>The Indigenous relations behavioural competencies help the BC Public Service improve our individual and collective abilities to work effectively with Indigenous Peoples in British Columbia. The 17 competencies were developed from working with Indigenous Peoples in BC for BC Public Service employees who live on the traditional territories of Indigenous Peoples across the province. For more information, please see the interpretative guides here: <a href="http://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/about-competencies/indigenous-relations/ir-competencies-interpretive-guides">www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/about-competencies/indigenous-relations/ir-competencies-interpretive-guides</a></p> <ul style="list-style-type: none"> <li>• <b>Cultural agility</b> is the ability to work respectfully, knowledgeably, and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation.</li> <li>• <b>Sustained learning and development</b> means continually increasing your ability to build and maintain respectful and effective relationships with Indigenous peoples. Central to this competency is appreciating that there are many other cultural understandings of knowledge and ways of working that have legitimacy and deserve respect—and therefore require our continual learning and development, including direct exposure to cultural and community ways. It includes an eagerness to continually reflect upon and assess your own level of cultural agility and competence, self-awareness and expertise.</li> </ul> <p><b>Note for Indigenous Exclusive Positions:</b></p> <p>Our team has noticed that these Indigenous Relations Behavioural Competencies seem to be written assuming the candidate is non-Indigenous. For Indigenous Exclusive positions, consider whether these competencies should be included and/or if additional context may be needed. In one posting we added “While this competency is something we consider important for this position, it fails to acknowledge the responsibility of non-Indigenous peoples to create and maintain a safe working environment for Indigenous colleagues, or the humility needed to practice safe allyship. It is the responsibility of non-Indigenous peoples on this team and across the BC Public Service to recognize the inherent biases we may hold and work towards unlearning old and learning new behaviours while working with our Indigenous colleagues and Indigenous Peoples across BC.”</p>	
<p><b>6. Has the posting been shared with the Indigenous networks list?</b></p>	<p>Responsibility of the Hiring Manager: When ready to post, request PSA to initiate a media plan (which necessitates you posting for a minimum of three weeks), which includes applicable Indigenous networks. There is an evolving OPHO list of Indigenous networks <a href="#">here</a>.</p>	



## Consider these other actions that can strengthen the cultural safety of recruitment

PROFILE & POSTING	
Including introductions in profile	<p>For example:</p> <p>Taanshi, Dáꝓndíh, Greetings!</p> <p>My name is Danièle Behn Smith (she/her). I'm Métis from the Red River Valley and Eh Cho Dene from Fort Nelson First Nation. I am a mama to two beautiful kids and one little black dog. I have the honour and privilege of working as the Deputy Provincial Health Officer Indigenous Health and I'm thrilled that we will soon be welcoming an Indigenous report manager to our Office of the Provincial Health Officer (OPHO) team! At the BC Office of the PHO we are working towards an environment of cultural safety, anti-racism and trustworthiness. The OPHO's ongoing efforts to earn and maintain the trust of Indigenous peoples, as well as communities of colour in BC, centre on unlearning and undoing systemic white supremacy and racism inherited from the settler colonial origins of our institutions. We are thrilled to recruit an Indigenous report manager who will bring their unique wisdom, expertise and worldviews to help us accomplish this important work together. This role is grounded in relationships and advances our collaborative health and wellness reporting with First Nations Health Authority and Métis Nation BC. We look forward to meeting interested candidates and expanding our Indigenous team at the OPHO! Mussi cho/Maarsi. Danièle</p> <p><b>Note: as a team, we discussed including language inviting applicants to reach out to us if they had any questions throughout the competition and the blurb included an email address to contact me (as the Hiring Manager).</b></p> <p>I welcome any questions you may have about this position, the application process, or the OPHO. Please do not hesitate to contact me at any time during this competition. I look forward to hearing more about the unique strengths and expertise you will bring to this position. Thanks! Maya (<a href="mailto:maya.nakajima@gov.bc.ca">maya.nakajima@gov.bc.ca</a>)</p>
A quick blurb around each of the sections of the Profile (e.g., Knowledge, Skills, Abilities) to describe what these sections were and if/how they would be evaluated	<p><b>Accountabilities are not experience requirements.</b> They describe tasks that may be required of this position, ordered from most frequent to least. The Manager, Indigenous Health Research and Writing will receive on-the-job training, support, and continued mentorship to successfully complete these tasks.</p> <p><b>Education and Experience requirements are minimum requirements to be successful in the job competition.</b> We will ask about these experiences in the questionnaire and/or a screening dialogue (phone or videoconference). We are explicitly placing equal value in formal mainstream education as well as lived experience in Indigenous ways of knowing. <b>Years listed in this section can be cumulative and do not have to be consecutive or continued years of experience.</b> Experiences listed as "preferred" are only considered if minimum requirements are met.</p> <p><b>Knowledge, Skills, and Abilities are not requirements for an application.</b> They describe what is needed to perform the job duties and some of them can be learned on the job through on-the-job training and/or mentorship. We will assess applicants on some of these through written assessments, oral interviews, and reference checks.</p>
Common language describing the OPHO.	<p><b>DIVISION OVERVIEW</b></p> <p>The Office of the Provincial Health Officer (OPHO) is committed to reconciliation. The OPHO works in meaningful partnership with Indigenous Peoples (First Nations, Métis, and Inuit) to disrupt colonial structures and advance Indigenous health equity, using distinctions-based approaches to policy and report development. The OPHO also works in partnership with the First Nations Health Authority, Métis Nation BC, and other Indigenous partners to pursue collaborative projects and develop joint reports on Indigenous health, wellness, and</p>

	<p>determinants of health. The OPHO's Indigenous relationships are grounded in principles of self-determination, respect, reciprocal accountability, cultural safety, cultural humility, and two-eyed seeing.</p> <p>The Provincial Health Officer (PHO) is the senior public health official for BC and is responsible for monitoring the health of the population of BC and providing independent advice to ministers and public officials on public health issues. The responsibilities of the PHO are outlined in the <i>Public Health Act</i> and include recommending actions to improve health and wellness; reporting on progress towards achieving BC's health goals; working with stakeholders in BC (e.g., BC Centre for Disease Control (BCCDC), Medical Health Officers). Importantly, the PHO responsibilities also include upholding commitments to Indigenous data governance and fulfilling agreements with partner organizations for joint Indigenous reporting initiatives.</p>
<b>SCREENING</b>	
tbd	tbd
<b>INTERVIEW</b>	
Participant Guide	<ul style="list-style-type: none"> <li>• Document that re-introduces the OPHO, gives participants info on format of the interview, intros of the panel members, next steps</li> </ul>
Development & sharing of interview questions	<ul style="list-style-type: none"> <li>• Interview qs developed in partnership with Indigenous partner organizations.</li> <li>• Interview qs provided 24h in advance to the applicant.</li> </ul>