



Position Title: Division Manager, Board & Information Services/Deputy Corporate Officer

Position Status: Full-Time Regular

Department: Board & Information Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Our Board & Information Services Department is seeking a Division Manager/Deputy Corporate Officer who will have extensive experience in corporate administration and governance in a regulatory environment, will possess exemplary communication and interpersonal skills, will understand government processes, and will lead operational and strategic initiatives that include building relationships with stakeholders and fostering a culture of engagement. The Deputy Corporate Officer will work closely alongside our Corporate Officer and oversees a team of 11 dedicated staff members.

You are:

- a seasoned professional with 7 years of experience working in a busy corporate environment
- educated in the fields of public administration, political science, information management or similar disciplines
- capable of managing a diverse and complex portfolio of work

The Division Manager, Board & Information Services/Deputy Corporate Officer reports to the Director, Board & Information Services-Corporate Officer and falls within our Management/Leadership, Level 4B job family.

This role:

Manages the Board and Information Services Division and works closely with the Corporate Officer in delivering services related to board governance and information management. Performs role as the Deputy Corporate Officer and provides legislative and expert advice, interpretation and assistance on board and committee matters, policy, strategies, and procedures to members of the board, committees, senior management, member municipalities and the public. Interprets and explains the provisions of various bylaws, regulations and statutes and ensures compliance with the Local Government Act, the Community Charter, and other statutory obligations, protocols and practices.

Accountable for budget preparation, reporting and resource allocations; monitors and controls spending ensuring the effective and efficient expenditure of allocated funds. Works closely with the Director to determine overall priorities and establish work plans; contributes to the preparation of long range plans.

Attends meetings of the boards, committees, and other official meetings. Records proceedings and prepares minutes. Writes correspondence on behalf of, or for signature of, the Chair or Vice-Chair or other Directors. Researches and coordinates policy and legislative initiatives, including drafting and reviewing reports.

Performs statutory duties as directed by the Corporate Officer. Ensures compliance with the statutory provisions in the Local Government Act for elections and other voting opportunities in Electoral Area A.

Ensures corporate practices are in compliance with the provisions of the Freedom of Information and Protection of Privacy Act (FOI Act); manages and responds to access requests made under the FOI Act. Reviews the information in responsive records and makes decisions based on an interpretation of relevant provisions of the FOI Act. Responsible for managing the corporate privacy program and ensures the appropriate collection, use, protection and disclosure of personal information.

Manages and provides strategic direction to the information management program comprising records management, corporate library and information centre services. Facilitates initiatives to optimize operations and improve performance; encourages innovative ideas and develops strategies to get the required work done.

Hires, supervises, directs and develops staff monitoring performance in accordance with goals and objectives. Ensures adherence to corporate policies and collective agreements. Leads, coaches and mentors staff recognizing the importance of training. Develops and sustains a flexible workforce encouraging staff to pursue opportunities that complement their skills and experience.

Works collaboratively to resolve complex technical or interpersonal issues staff encounter while doing their work. Facilitates information sharing to transfer knowledge and experience and increase the efficiency and effectiveness of the team. Works collaboratively to deliver on strategic initiatives.

Provides leadership on administrative and technological improvements in board operations, such as agenda publishing to the web, voting and request tracking. Develops policies, procedures and standards for service delivery and leverages new methods, technologies and training to improve service delivery.

Understands the organizational culture and the processes/ mechanisms necessary to attain work objectives. Acts for the Director, Board & Information Services/Corporate Officer when required and /or appointed to do so.

Performs other related duties as required.

To be successful, you have:

7 years of recent, related experience supplemented by a university degree in public administration, political science or related field and technical training in information and privacy and records management; or an equivalent combination of education and experience.

Professional designation related to local government and information management is an asset.

Considerable knowledge of and ability to interpret, explain and consistently apply relevant legislation such as the FOI Act and the Local Government Act and Community Charter; ability to correctly and consistently apply corporate policies. Considerable knowledge of meeting rules of procedure.

Considerable technical knowledge and expertise related to information management and information and privacy; ability to lead related programs such as the corporate library and information centre services.

Excellent written and oral communications skills, including demonstrated letter and report writing skills; ability to synthesize complex information and communicate effectively to diverse audiences. Ability to confidently respond to questions and challenges specific area of expertise; ability to employ tact and diplomacy when communicating verbally or in writing to a broad audience, internally and externally.

Demonstrated ability to build and maintain effective working relationships. Skill in dealing openly, tactfully and sensitively in a variety of situations and responds effectively to emotional triggers in self and others. Influences by appreciating what's meaningful to others, and can build trust and common understanding. Employs a high degree of social awareness and skill in interactions with others.

Upholds Metro Vancouver's reputation through positive and forthright dealings with other organizations and members of the public. Demonstrated ability to understand the corporate and departmental structure and key partnerships within and external to the organization.

Ability to manage a complex and diverse portfolio of work while establishing ambitious and challenging goals. Demonstrates persistence in overcoming obstacles.

Sound ability to supervise, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports and responds to changing priorities.

Proficiency using Microsoft office programs, including Word, Excel, and Outlook.

Valid BC Class 5 Driver's license.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

We are committed to diversity, equity and inclusion and being representative of the region we serve. We invite all qualified candidates to apply including Indigenous People, visible minorities, immigrants, LGBTQ2S+, all genders and persons with disabilities.

Metro Vancouver requires all new hires to be fully vaccinated against COVID-19 (subject to any exemptions and accommodations) and provide proof of vaccination upon hire. *Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by May 5, 2022.*