Executive Vice President Corporate Services and Chief Financial Officer – BC Oil & Gas Commission

Victoria, British Columbia
Executive Leadership
$166,000 to $180,000

Corporate Services Division

Background

The Executive Vice President Corporate Services and Chief Financial Officer is the most senior financial management officer of the BC Oil and Gas Commission (Commission). The Commission is seeking applications from qualified executives with a Bachelor degree from a recognized post-secondary institution with an acceptable specialization in finance, business administration, accounting, industrial relations, human resources, informatics or an equivalent combination of education. A Chartered Professional Accountant designation is required. Competencies include:

- Executive financial resource management
- Organizational vision
- Strategic thinking
- Stakeholder relationships
- Integrity and authenticity
- Leading people

Consideration will be given to those with:

- Previous experience working as a member of an executive management team, with demonstrated experience working collaboratively in an executive level role in the development and implementation of significant strategies with substantial financial, business and economic impacts;
- Experience in liaising, consulting and establishing partnerships and productive working relationships with public and private sector organizations;
- Formulating policy, leading, developing and mentoring staff;
- A comprehensive understanding of business planning and accountability processes, exceptional communication skills, tact, diplomacy and integrity, and the ability to devise strategic and innovative approaches to issues, and
- A record of consensus building and influence management; an understanding of the political and public policy issues related to oil and gas in BC; superior negotiation skills; an exemplary record of leading organizations and staff, pursuing continuous improvement and building organizational capacity; and being recognized as a creative, progressive and trusted leader.

To view the job description outlining the required experience and qualifications, please follow the link to the Commission Website.

In submitting a resume and cover letter, you confirm you have reviewed the Executive Vice President Corporate Services and Chief Financial Officer position profile for a complete list of duties and qualifications. Remuneration will be based on demonstrated level of experience and education.

To submit your application, please select the “Apply Now” button on the BCOGC website. After clicking the button, you will need to fill in the required fields (e.g. name, address, education etc.) and attach your resume and cover letter (only Microsoft Word or PDF documents can be attached). We thank all of you for your interest in this employment opportunity. Please note, however, that only those applicants selected for further consideration will be contacted.

Competition Number: 201602
Closing Date: February 5, 2016 – 17:00 (PST)
For More Information: Alexis Williamson (250) 419-4408
### ABOUT THE BC OIL AND GAS COMMISSION

The BC Oil and Gas Commission is the province’s independent, single-window regulatory agency with responsibilities for overseeing oil and gas operations in British Columbia.

The Commission was created as a Crown Corporation through the enactment of the Oil and Gas Commission Act. Regulatory responsibility is delegated to the Commission through the Oil and Gas Activities Act and includes specified enactments under the Forest Act, Heritage Conservation Act, Land Act, Environmental Management Act, and Water Act. The cost of operating the Commission is funded through the application of industrial fees and levies on a cost recovery basis.

The Commission’s core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected through the objectives of ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

Regulatory responsibility of the Commission extends from the exploration and development phases, through to facilities operation and ultimately decommissioning. It is charged with balancing a broad range of environmental, economic and social considerations.

### POSITION SUMMARY

Reporting to the Commissioner and CEO, the Executive Vice President Corporate Services and Chief Financial Officer is responsible for strategic financial planning and financial operations, records, corporate property and administration, as well as the human resources, organizational development and information technology/systems departments. As a key member of the executive management team, the Executive Vice President Corporate Services and Chief Financial Officer informs the planning process to ensure the financial strategies, policies and procedures align with and support the business operations. Managing the reporting requirements of the Authority’s service plan, quarterly financial and operational reports and the annual report, the incumbent leads a team approach with a customer service focus, delivering efficient and effective financial and strategic services that align with and allow the Authority to meet its business and operational goals.
RELATIONSHIPS

• The Commissioner and Chief Executive Officer and Executive Management Team
• Audit Committee of the Board of Directors
• Governance and Human Resources Committee of the Board of Directors
• The Board of Directors
• Senior provincial officials
• Key stakeholders and the broader community including Industry and First Nations

SPECIFIC ACCOUNTABILITIES AND DELIVERABLES

EXECUTIVE MANAGEMENT TEAM:

• As a member of the executive management team, work collaboratively in the collective deliberations in the development of a corporate strategic plan, service plan, divisional and corporate business plans, workforce plan, employee code of ethics and conduct, union (BCGEU & PEA) Agreements’, policies, procedures and corporate reports
• Lead executive discussions for the Corporate Services division
• Contribute to the identification of organizational risks and tactics to minimize risks
• Report out to the executive management team on all key performance indicators relevant to the Corporate Services Division
• Ensure executive management team is briefed on Board materials ahead of meetings
• Promote innovation and guide change

STRATEGIC PLANNING & CORPORATE PERFORMANCE MANAGEMENT:

• Work with the Board, executives and staff in the development of strategic objectives
• Develop performance metrics for the Corporate Services Division
• Provide advice, assistance and financial analysis to the executive management team relating to program planning and performance metrics

FINANCIAL MANAGEMENT:

• Provide leadership for areas of strategic financial planning and analysis for optimum organizational performance
• Ensures excellence in areas for which the division is responsible
• Responsible for the annual budget preparation, financial forecasts, preparation of financial statements and overseeing and managing actual results to budgets
• Responsible for the development and maintenance of the financial controls, including the corporate financial policies, procedures and standards to ensure consistent application of accounting and financial services
• Ensure external and internal financial reporting is conducted in a timely manner
• Oversee contract management and provide supply chain management within the Authority by establishing policies and procedures and monitoring compliance through effective reporting

AUDIT/GOVERNANCE AND HUMAN RESOURCES COMMITTEE AND BOARD OF DIRECTORS:

• Main executive point of contact for the Audit Committee
• Maintain working relationship with Committee Chairs
• Ensure all material for Audit and Governance and Human Resource committees is appropriate and ready for all committee and Board meetings
• Work collaboratively with the designated external auditor
STAFF DEVELOPMENT AND MENTORING:
• Coach, mentor and develop direct reports
• Ensure that all staff in the Division are being coached, mentored and developed as per the organization’s needs and as per the Commission’s annual performance management program

COMMUNICATIONS:
• Ensure timely and relevant communications with staff, senior leads and executive on topics within the position’s leadership responsibility area
• Communicate with a cross section of industry, government, First Nations and stakeholders

HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT:
• Provide leadership to the HROD Department
• Ensure compliance of applicable employment standards as per provincial and federal legislation
• Ensure continual improvement to the safety and development of the Commission’s workforce
• Establish and maintain policies, procedures and standards as per Canadian Payroll Association guidelines, public service benefits and pension plan administration, federal and provincial labour law and WorkSafe BC occupational health and safety

INFORMATION TECHNOLOGY:
• Provide leadership to the IT Department
• Ensure continual improvement to the Commission’s IT environment
• Establish and maintain policies, procedures and standards for effective and secure IT infrastructure

FACILITIES:
• Develop and maintain a strategic facilities plan that includes long term planning
• Responsible for leases, contracts and agreements for leased facilities, and the establishment and maintenance of policies, procedures and standards for office accommodation and business facilities.

MONITORING AND EVALUATION:
• Establishes evaluation criteria and monitoring requirements to support the measurement and achievement of organizational performance targets and objectives
• Support staff in the financial evaluation and review of projects, contracts and related expenditures
• Manage the budget and other performance metrics developed for the Division

SUPERVISION

<table>
<thead>
<tr>
<th>Role</th>
<th># of Regular FTE’s</th>
<th># of Auxiliary FTE’s</th>
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<tbody>
<tr>
<td>Directly supervises staff</td>
<td>3</td>
<td></td>
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<tr>
<td>Supervises staff through subordinate supervisors</td>
<td>&gt;50</td>
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FINANCIAL RESPONSIBILITY
Manages Finance division budget and manages revenues of approximately $50 million

PREPARED BY
NAME: Alexis Williamson  DATE: January 2016

EMPLOYEE SIGN OFF
NAME:  DATE:

EXCLUDED MANAGER AUTHORIZATION
I confirm that:
1. The accountabilities / deliverables were assigned to this position effective:
2. The information in this position description reflects the actual work performed.
3. A copy has / will be provided to the incumbent(s).

NAME: Paul Jeakins  SIGNATURE:  DATE: January 2016

ORGANIZATION CHART
Commissioner and Chief Executive Officer
Executive Vice President Corporate Services and Chief Financial Officer (Topic Position)

REQUIRED QUALIFICATIONS

EDUCATION AND EXPERIENCE:
- Chartered Professional Accountant designation is required
- Bachelor degree from a recognized post-secondary institution and an acceptable specialization in finance, business administration, accounting, industrial relations, human resources, informatics or an equivalent combination of education and experience
- Extensive*** experience in managing human, financial and information resources
- Recent and extensive*** management experience, as a senior executive, providing corporate leadership and direction in financial resource management
- Recent and extensive*** management experience, as a senior executive, providing corporate leadership and direction in one or more of the following areas: human resources, material resources and/or information management/technology
- Significant** experience as a senior executive in the establishment and maintenance of management and control frameworks, policies, practices and systems in one or more of the following areas: finance, human resources, information management or information technology
- Experience working in a shared services environment is an asset
- Experience in liaising, consulting and establishing partnerships and productive working relationships with public and private sector organizations
• Experience as a senior executive in providing expert advice and making comprehensive recommendations to senior officials of the organization on strategic direction, complex policy issues and change management initiatives

• Ten years progressive experience, including extensive*** experience in a senior management capacity preferably acquired across a minimum of two business organizations (i.e. one that was not finance related)

• Establish collaborative relationships with executives, directors, senior financial leaders and senior managers associated with managing finance activities and/or leading financial management change, currently in the position of CFO or culminating in the ability to act in the role of CFO in a similarly complex organization, preferably in the public sector

• Significant** experience leading and coaching multi-disciplinary senior financial managers and professionals

• Proven experience as a team leader with a commitment to create, support and sustain an environment that enables staff to achieve results and to develop and build organizational capacity for the future

** Significant is equivalent to three (3) or more years of experience.

*** Extensive is equivalent to five (5) or more years of experience.