



Classification:	Band 2	Position:	93655 and 114618
Reports to:	Director, Audit and Review	Location:	Victoria
Organization:	Office of the Merit Commissioner		

Job Overview

The Program Manager works independently and as part of a team to carry out the annual merit performance audit of appointments made to and from within the BC Public Service. The Program Manager conducts detailed examinations of specific appointments which are the subject of employee-requested reviews. The Program Manager prepares reports and recommendations for the Merit Commissioner. The position carries out other related assignments such as special audits, studies and projects. The Program Manager participates in annual planning, analysis, and preparation of a variety of reports.

Accountabilities

- Participates in the Office of the Merit Commissioner's (the Office) planning activities including the annual merit performance audit.
- Conducts individual audits of specific appointments, reviews auditors' work for quality assurance, conducts consistency checks across audits and writes individual audit reports.
- Analyzes audit results and prepares parts of the annual merit performance audit report on BC Public Service hiring, including recommendations.
- Provides advice and training to auditors on conducting audits, determining audit issues, and completing a database of findings.
- Carries out investigations of specific appointments in response to an employee's request for staffing review. Examines competition documentation, interviews the parties (requestor, hiring manager, etc.), analyzes the facts, briefs the Merit Commissioner and writes reports.
- Manages special audits and studies by establishing the scope of the project and overseeing or collecting data/information (surveys, interviews, database, etc.), analyzing data and writing reports.
- Oversees research or conducts research into developments in the fields of merit, hiring practices and audits, prepares reports and applies the research to the work of the Office.
- Analyzes data and trends in hiring patterns to interpret impacts and risks to merit-based hiring and in order to identify possible areas for further study.
- Prepares and/or contributes to the Office's annual report and annual staffing review report.
- Carries out projects or assignments as required, such as preparing presentations for the Merit Commissioner or assisting with the introduction of new work processes or methods.
- Develops guidance documents, tools (reference statements) and procedures.
- Prepares information related to dismissal process reviews
- Reviews and edits reports, correspondence and other documents.

Qualifications

Education and Experience:

- A Bachelor's degree in human resources, business or public administration or a related field and a minimum of three years of related experience.
 - Related experience involves facilitating, reviewing and/or providing advice in hiring processes in the public sector at a practitioner level (e.g., advisor, auditor, consultant). This experience is preferred within the last five (5) years.
- An equivalent combination of education and experience will be considered (for example, human resources diploma and five years of related experience)
- Experience identifying and analyzing human resources related issues at an organizational level.
- Preference for a related Master's degree.
- Preference for experience developing policy, directives, or guidelines related to hiring.
- Preference for experience conducting investigations, audits, or program evaluations.

Knowledge, Skills and Abilities:

- Considerable applied knowledge of hiring principles, practices and related legislation within the public sector.
- Demonstrated ability to use judgment and deal with sensitive issues and situations in an objective, evidence-based and professional manner.
- Demonstrated ability to work well independently and with others.
- Ability to conduct research, analyze data and make independent recommendations.
- Strong verbal and written communication skills and demonstrated ability to produce clear and concise briefings, reports and presentations for a variety of audiences.
- Proficiency with information technology tools including word processing and spreadsheets.

Competencies:

- Conceptual thinking
- Flexibility
- Impact and influence
- Initiative
- Integrity
- Problem solving and judgment
- Teamwork and cooperation

Security Screening:

- BC Public Service Criminal Record Check