



Classification:	Band 2	Position:	00138280
Reports to:	Deputy Commissioner	Location:	Victoria
Organization:	Office of the Merit Commissioner		

Job Overview

As a **program manager**, you'll play a key role in promoting fairness in BC Public Service hiring. You'll work on your own and with a team to carry out the annual merit performance audit program, which randomly audits appointments made under the *Public Service Act*. You'll investigate specific complaints if an employee asks for a Merit Commissioner review of a hiring decision. You'll prepare reports and recommendations for the Merit Commissioner related to merit-based hiring. Other program manager tasks may include special audits, studies, and projects.

Accountabilities

- Reviews auditors' work for quality assurance, conducts consistency checks across audits, and writes individual audit reports. Conducts individual audits of specific appointments.
- Provides advice and training to auditors on conducting audits, determining audit issues, and completing a database of findings.
- Analyzes audit results and prepares parts of the annual merit performance audit report on BC Public Service hiring, including recommendations.
- 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.
- Oversees research or conducts research into developments in the fields of merit, hiring practices, and auditing, 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 OMC's annual report, annual staffing review report, and the annual merit performance audit report.
- 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.
- 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.
- Other duties as assigned.

Qualifications

Education and Experience:

- A bachelor's degree in human resources, business administration, public administration or a related field.
- A minimum of three years of related experience.
 - Related experience involves facilitating, reviewing and/or providing advice in hiring processes at a practitioner level (e.g., hiring advisor, auditor, consultant).
- Experience identifying and analyzing human resources related issues at an organizational level.
- An equivalent combination of education and experience may be considered (for example, human resources diploma and five years of related experience).

Preference may be given to candidates with:

- Experience conducting non-financial investigations or audits.
- Experience working in labour relations.
- Experience developing policy, directives, or guidelines related to hiring.
- Public sector work experience.

Knowledge, Skills and Abilities:

- Knowledge of hiring principles, practices, and related policies and legislation.
- Ability to use judgment and deal with sensitive issues and situations in an objective, evidence-based and professional manner.
- Ability to work well independently and with others.
- Ability to conduct research, analyze data, and make independent recommendations.
- Strong verbal and written communication skills
- Ability to produce clear and concise briefings, reports, and presentations for a variety of audiences.
- Proficiency with standard office technology and ability to learn new and use technology which includes the OMC case management system.

Competencies:

- **Conceptual thinking** is the ability to identify patterns or connections between situations that are not obviously related and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.
- **Problem solving and judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- Teamwork and cooperation
- **Initiative** involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions.
- **Integrity** refers to actions that are consistent with what one says are important. People with integrity 'walk the talk' by communicating intentions, ideas and feelings openly and directly and welcoming openness and honesty even in difficult negotiations.

Security Screening:

- BC Public Service Criminal Record Check.