

<b>Job Title</b>	Director, Parliamentary Education Office	<b>Classification</b>	Band 4
<b>Department</b>	Parliamentary Education Office	<b>Date Updated</b>	March 2026
<b>Reports to</b>	Deputy Clerk of the Legislative Assembly		

**PROGRAM AND STRUCTURE**

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

**DEPARTMENT SUMMARY**

The Parliamentary Education Office (PEO) provides Members, students and educators, and the public with parliamentary education and outreach services and resources. The department manages educational programs, including the B.C. Legislative Internship Program and the B.C. Teachers’ Institute on Parliamentary Democracy. The department also houses the Parliamentary Tour Program and the Parliamentary Gift Shop and delivers programs and tools to promote understanding of the work of the Legislative Assembly, the role of Members, parliamentary democracy, and the history and significance of the Parliament Buildings. PEO oversees precinct use requests and provides event coordination support to Members and staff.

**JOB SUMMARY**

Reporting to the Deputy Clerk of the Legislative Assembly, the Director, Parliamentary Education Office (Director) is accountable for the provision of innovative, successful, cost-effective, non-partisan delivery of the various facets of the Legislative Assembly’s parliamentary education programming. The Director is responsible for developing the PEO’s strategies, plans, and performance measures with effective implementation of programs that align with the organizational strategic priorities and initiatives that promote the public’s understanding of B.C.’s parliamentary system through visitor, precinct use, and educational programs and services.

**KEY RESPONSIBILITIES**

- Sets direction and provides strategic and operational leadership for the Parliamentary Education Office (PEO), defining priorities that advance the Legislative Assembly Administration’s strategic objectives and PEO’s operational objectives for the effective delivery of parliamentary education and visitor programs and services.
- Leads the renewal and modernization of parliamentary education programs and initiatives, promoting innovative approaches while assuring quality and accessibility, and adapting to evolving public, educational, and digital and in-person access and delivery needs and approaches.
- Provides strategic leadership of public-facing educational content, resources, and programming, leveraging digital tools and technologies to enhance access, extend reach to diverse audiences and ensure accuracy, inclusivity, and alignment with institutional standards and audience needs.

- Cultivates strategic partnerships and strengthens engagement with public education organizations, cultural institutions, and jurisdictional counterparts to broaden reach, including through shared platforms, digital initiatives, and innovative engagement approaches.
- Advises and informs executive leadership as the subject matter expert on parliamentary education policy, programming, and public engagement, framing strategic options and implications.
- Oversees the operations of the Parliamentary Gift Shop and provision of educational resources for MLAs, with accountability for product selection and sourcing, inventory management and control, and propriety of financial operations.
- Contributes strategic leadership as a member of the Executive Leadership Team, advancing cross-departmental initiatives, policy development, and shared organizational objectives.
- Drives collaboration among departments and external partners to support integrated education programming, events, resource development, and outreach activities.
- Provides formal supervision and performance management to a team of professional, administrative, retail, and front-line staff, to promote and inspire creativity, engagement, and a culture of innovation and service excellence.
- Establishes and maintains effective departmental structures, talent strategies, and succession planning to support service continuity and sustainable departmental performance.
- Prepares and manages budgets, monitors expenditures and completes financial forecasts and projections. Develops project budgets and evaluates and monitors ongoing funding and resource needs to ensure the department can deliver on its service mandate, including retail sales and inventory management.
- Oversees risk management, business continuity, and compliance within PEO, aligned with the Legislative Assembly Administration's enterprise risk management framework and corporate policies.
- Sets measures, monitors outcomes, and reports on impact to support accountability and drive continuous improvement in parliamentary education services, including assessing the effectiveness of digital tools and delivery methods in achieving access and learning objectives.
- Oversees the governance of assets, procurement, and contracted services within PEO, ensuring transparency, value, and alignment with program objectives.
- Performs other duties as assigned within scope of work.

## ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly

Deputy Clerk of the Legislative Assembly

**Director, Parliamentary Education Office**

## SELECTION CRITERIA

### EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in Education, History, Communications, Political Science, Public Administration, or a related program, plus at least 7 years of relevant experience\*, or an equivalent combination of education and experience.
- Relevant experience may include:
  - Leading, developing, and implementing diverse educational programs, initiatives, and events in a complex multi-faceted work environment.
  - Effective planning to support and deliver on strategic and operational objectives.
  - Collaborating effectively with partners and stakeholders with diverse educational needs and interest to identify learning needs, develop and implement programs, resources and strategies to address needs.

- Facilitating and leading consultation processes with educators and partners on program options and possible courses of action.
- Working in a senior capacity managing, motivating, coaching and mentoring staff.
- Developing, managing, monitoring, and projecting budgets and resources.
- Providing project sponsorship and oversight.
- Experience applying knowledge of parliamentary democracy, the legislative process, and the roles and functions of the Legislative Assembly of British Columbia in a professional, academic, or public sector context.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of and respect for the principles of parliamentary democracy, the legislative process and the functions of the Legislative Assembly of British Columbia.
- Collaboration and interpersonal skills with the ability to communicate and present clearly and effectively, both verbally and in writing.
- Excellent service orientation and results-focused management skills.
- Excellent team management, mentoring, and coaching skills.
- Excellent organizational, self-management and prioritization skills.
- Ability to provide leadership and direction to align with, and successfully execute, the goals and strategic direction of the organization. Strong leadership skills and the ability to foster a team environment to promote cooperation within and between work teams.
- Ability to exercise good judgement and demonstrate initiative with innovative approaches to problem-solving and issues management.
- Ability to project professionalism, integrity, tact, sensitivity, and sound judgment in all interactions with internal clients and external partners.
- Ability to be resourceful and adaptable to constantly changing situations and to be able to set priorities in order to meet all required deadlines.
- Ability to build and maintain excellent working relationships through establishing trust with employees, colleagues, leadership, and stakeholders.
- Ability to maintain strict impartiality, discretion, and confidentiality in a sensitive political environment.
- Ability to prioritize and balance competing demands and to work to deadlines and under pressure with a high degree of accuracy.
- Ability to champion organizational policies and best practices to ensure the effective delivery of services, programs, and sound quality assurance processes.
- Ability to work effectively under pressure to meet deadlines and to work flexible hours as required.