

SPECIAL COMMITTEE TO APPOINT A CLERK OF THE LEGISLATIVE ASSEMBLY



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

MARCH 2020
FIFTH SESSION
OF THE 41ST PARLIAMENT



March 2, 2020

To the Honourable
Legislative Assembly of the
Province of British Columbia

Honourable Members:

We have the honour to present herewith the Report of the Special Committee to Appoint a Clerk of the Legislative Assembly containing our unanimous recommendation.

Respectfully submitted on behalf of the Committee,

Garry Begg, MLA
Chair

Michael de Jong, QC, MLA
Deputy Chair

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Composition of the Committee

Members – 4th Session, 41st Parliament

Garry Begg, MLA	Chair	Surrey—Guildford
Michael de Jong, QC, MLA	Deputy Chair	Abbotsford West
Mitzi Dean, MLA		Esquimalt—Metchosin
Mary Polak, MLA		Langley
Dr. Andrew Weaver, MLA		Oak Bay—Gordon Head

Members – 5th Session, 41st Parliament

Garry Begg, MLA	Chair	Surrey—Guildford
Michael de Jong, QC, MLA	Deputy Chair	Abbotsford West
Mitzi Dean, MLA		Esquimalt—Metchosin
Sonia Furstenau, MLA		Cowichan Valley
Mary Polak, MLA		Langley

Committee Staff

Artour Sogomonian, Procedural Clerk

Terms of Reference

On February 12, 2020, the Legislative Assembly agreed that a Special Committee be appointed to select and unanimously recommend to the Legislative Assembly the appointment of an individual to exercise the powers and duties assigned to the Clerk of the Legislative Assembly of British Columbia pursuant to statutory provisions, the Standing Orders of the Legislative Assembly, and the position description approved by the Legislative Assembly Management Committee on October 23, 2019.

That the Special Committee have the powers of a Select Standing Committee and in addition be empowered to:

- a. appoint of its number, one or more subcommittees and to refer to such subcommittees any of the matters referred to the Special Committee and to delegate to the subcommittees all or any of its powers except the power to report directly to the House;
- b. sit during a period in which the House is adjourned, during the recess after prorogation until the next following Session and during any sitting of the House;
- c. adjourn from place to place as may be convenient; and
- d. retain such personnel as required to assist the Special Committee.

That any information or evidence previously under consideration by the Special Committee appointed by order of the House on May 30, 2019 be referred to the Special Committee.

That the Special Committee report to the House as soon as possible, or following any adjournment, or at the next following Session, as the case may be; to deposit the original of its reports with the Clerk of the Legislative Assembly during a period of adjournment and upon resumption of the sittings of the House, the Chair shall present all reports to the Legislative Assembly.

4th Session, 41st Parliament

A Special Committee to Appoint a Clerk of the Legislative Assembly was also appointed in the 4th Session of the 41st Parliament and received similar terms of reference. The Committee did not report to the Legislative Assembly prior to the prorogation of the 4th Session.

Introduction

Background – Position of Clerk of the Legislative Assembly

The position of Clerk of the Legislative Assembly is one of the oldest continuously-held public offices in British Columbia and predates British Columbia's admission into Confederation in 1871. The Clerk is the senior permanent officer of the Legislative Assembly and holds significant procedural and senior organizational leadership responsibilities. The Clerk oversees the development and delivery of Assembly services and supports to Members of the Legislative Assembly, recognized caucuses, constituency offices, and parliamentary committees. The Clerk leads a highly skilled and diverse professional team of approximately 330 permanent and auxiliary employees within 14 administrative departments.

The primary procedural role of the Clerk is to contribute to the fulfilment of the Legislative Assembly's constitutional and representative functions by ensuring the Speaker, other Presiding Officers, and all Members of the Legislative Assembly are provided with non-partisan authoritative procedural advice and guidance on the interpretation and application of the Standing Orders, parliamentary practice, and parliamentary privilege. Reporting to the Legislative Assembly through the Speaker, the Clerk's procedural and Chamber responsibilities are central to all legislative functions and operations. The Clerk is also responsible for the management of all official papers and records of the Assembly and its committees, as set out in statute and in the Standing Orders.

Like a chief executive officer, the Clerk also holds primary responsibility for major organizational decisions, managing the overall provision of professional and operational services, and reporting on administrative and financial matters to the Legislative Assembly Management Committee, as well as its advisory subcommittees. The Clerk leads an organization that is committed to value-focused service delivery and ensures that the Legislative Assembly's administrative departments provide the highest level of support and services to those they serve.

Since 1872, there have been 13 Clerks of the Legislative Assembly.

Appointment Mechanism

Pursuant to the provincial *Constitution Act* (R.S.B.C. 1996, c. 66, s. 39(1)), an individual is appointed to the position of Clerk of the Legislative Assembly by resolution of the Legislative Assembly. The motion of appointment has typically been moved by a Member of the Government and seconded by a Member of other recognized caucuses.

Prior to 2019, a Special Committee had never been appointed by the Legislative Assembly to unanimously recommend the appointment of the Clerk of the Legislative Assembly. Such a process is typically used for the appointment of statutory officers in accordance with the statutes that govern those offices.

This report contains the Committee's unanimous recommendation to the Legislative Assembly regarding the appointment of the next Clerk of the Legislative Assembly.

Meeting Schedule

The Committee met on the following dates for the purposes described below:

4th Session, 41st Parliament

October 10, 2019	Organizational meeting Consideration of background materials
October 29, 2019	Consideration of briefing materials Deliberations

5th Session, 41st Parliament

February 19, 2020	Organizational meeting Deliberations
February 24, 2020	Interviews Deliberations
February 27, 2020	Deliberations Adoption of Report

The Committee's documents, proceedings and this report are available on the Legislative Assembly's website at: <https://www.leg.bc.ca/cmt/cla>.

Recruitment Process

The Special Committee to Appoint a Clerk of the Legislative Assembly held an organizational meeting in the 4th Session of the 41st Parliament on October 10, 2019 and elected a Chair and Deputy Chair. The Committee also adopted a motion to hold all meetings and deliberations on a confidential (*in camera*) basis, in keeping with the usual practice for human resources recruitment processes as undertaken by special committees of appointment. The Committee also reviewed briefing materials and a preliminary workplan and decided to retain the services of an external human resources consultant to assist it with its recruitment and selection process.

On October 23, 2019, the Committee received the position description for the Clerk of the Legislative Assembly and certain terms of employment for the next officeholder that were approved by the Legislative Assembly Management Committee. These matters were reviewed by the Committee at its meeting on October 29, 2019.

The Committee issued an open call for applications on November 7, 2019 with a closing date of January 15, 2020. The job advertisement and position description were posted on the Legislative Assembly's website, and were distributed to various professional organizations, including the Association of Clerks-at-the-Table in Canada, was posted on various online job boards, published in publications, and shared on the Legislative Assembly's social media (see Appendix A).

After the application window closed on January 15, 2020, the Committee did not have an opportunity to meet prior to the prorogation of the 4th Session of the 41st Parliament.

The Special Committee to Appoint a Clerk of the Legislative Assembly was re-appointed in the 5th Session of the 41st Parliament. The Committee was empowered by the Legislative Assembly to consider any information and evidence previously under consideration by the Special Committee appointed for the same purpose in the previous Session.

On February 19, 2020, the Committee held an organizational meeting and elected a Chair and Deputy Chair. The Committee also reviewed the eight applications received and assessed the applications against the knowledge, experience, skills and education criteria outlined in the position description. The Committee shortlisted three applicants for an interview.

Committee Members held interviews with the shortlisted applicants on February 24, 2020. The interviews further assessed the knowledge, experience and skills that applicants possess that would make them suitable for appointment as Clerk of the Legislative Assembly. The interviews also allowed the Committee to learn more about each applicant's knowledge of the mandate and role of the Clerk of the Legislative Assembly, as well as their procedural, leadership, organizational management, analytical, decision-making, communication and relationship-building skills, and their personal suitability for the position. Comprehensive reference checks were also conducted as part of the final selection process.

In coming to its recommendation, the Committee was impressed by Kate Ryan-Lloyd's performance in the competition and the knowledge and skills that she has developed over the course of her career at the Legislative Assembly that spans nearly 30 years. It was evident to the Committee that Ms. Ryan-Lloyd takes great pride in being in the service of the Legislative Assembly and of her professional contributions that have supported the Legislative Assembly and its Members in fulfilling their constitutional and representative duties.

Ms. Ryan-Lloyd's procedural knowledge is unparalleled, which was evidenced in the interview and through her editorial oversight of the publication of the fifth edition of *Parliamentary Practice in British Columbia* in 2020. Ms. Ryan-Lloyd demonstrated an exceptional understanding of the role and mandate of the Clerk of the Legislative Assembly, including the challenges and opportunities that the next officeholder must address. Committee Members also noted her leadership and commitment to building a better workplace for Legislative Assembly employees while in senior executive positions at the Assembly over a number of years, particularly during her tenure as Acting Clerk of the Legislative Assembly since November 2018, and how she has demonstrated exceptional initiative to lead the Legislative Assembly's administrative support structure through a turbulent period of change.

The Committee is confident that Ms. Ryan-Lloyd's leadership style and administrative management capabilities, her ability to effectively build relationships and communicate with elected officials, staff and stakeholders, and her personal values make her an ideal candidate for appointment as Clerk of the Legislative Assembly. These qualities were evident throughout the Committee's recruitment process, which Committee Members believe make her exceptionally qualified to lead the Legislative Assembly's administrative operations through innovative transformation that will meet Members' and public expectations of excellence in parliamentary governance.

The Committee therefore unanimously agreed to recommend to the Legislative Assembly that Kate Ryan-Lloyd be appointed Clerk of the Legislative Assembly.

Recommendation

The Committee unanimously recommends to the Legislative Assembly that Kate Ryan-Lloyd be appointed Clerk of the Legislative Assembly.

Biographical Information

Kate Ryan-Lloyd has served the Legislative Assembly of British Columbia since 1992, when she accepted a position with the Legislative Library, serving Members and Assembly officials for seven years. In 1999, Kate was appointed Committee Clerk and worked closely with Members assigned to parliamentary committees. In 2002, she was appointed as a permanent officer, undertaking Chamber responsibilities serving the Assembly as Clerk Assistant. In May 2010, she was appointed Acting Clerk of Committees. Kate was appointed Deputy Clerk and Clerk of Committees in September 2011. Kate has served as Acting Clerk of the Legislative Assembly since November 2018.



Kate is an active member of many professional associations in the parliamentary community, and previously served as President of the Association of Clerks-at-the-Table in Canada. Kate also holds positions as Executive Director of the Canadian Council of Public Accounts Committees, and serves on the Advisory Board of the Canadian Audit and Accountability Foundation. She is a member of the Editorial Board of the *Canadian Parliamentary Review*. Articles written by Kate have been published in the *Canadian Parliamentary Review*, *The Parliamentarian*, and the *Canadian Law Libraries Journal*. Kate served as Editor of the fifth edition of *Parliamentary Practice in British Columbia*, which was released in 2020.

After completing an undergraduate degree in Political Science at the University of Victoria, Kate obtained a Master of Library and Information Science degree from the University of British Columbia and a Graduate Certificate in Public Sector Leadership from Royal Roads University. She is currently working towards a Master of Laws degree from Osgoode Hall Law School.

Kate is an avid runner and completed the 2016, 2018 and 2019 Boston Marathons, requalifying for the 2020 Boston Marathon. Kate is married to Ken and they have two daughters (Megan and Molly) and one son (Seamus).

Appendix A: Job Advertisement

LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA

Special Committee to Appoint a Clerk of the Legislative Assembly

Garry Begg, MLA, Surrey–Guildford, *Chair* Michael de Jong, QC, MLA, Abbotsford West, *Deputy Chair*

CLERK OF THE LEGISLATIVE ASSEMBLY

The Clerk of the Legislative Assembly is the senior permanent officer of the Legislative Assembly and holds significant procedural and organizational leadership responsibilities. The Clerk oversees the development and delivery of Assembly services and supports to Members of the Legislative Assembly, recognized caucuses, constituency offices, and parliamentary committees. The Clerk leads a highly skilled and diverse professional team of approximately 330 permanent and auxiliary employees within 14 administrative departments. The duties and responsibilities of the Clerk are set out in statute, including the provincial *Constitution Act*, and the *Standing Orders of the Legislative Assembly of British Columbia*, and are outlined in greater detail in the position description available on the Committee's website at the link below.

The primary procedural role of the Clerk is to contribute to the fulfilment of the Legislative Assembly's constitutional and representative functions by ensuring that the Speaker, other Presiding Officers, and all Members of the Legislative Assembly are provided with non-partisan authoritative procedural advice and guidance on the interpretation and application of the Standing Orders, parliamentary practice, and parliamentary privilege. Reporting to the Legislative Assembly through the Speaker, the Clerk's procedural and Chamber responsibilities are central to all legislative functions and operations.

Like a chief executive officer, the Clerk also holds primary responsibility for major organizational decisions, managing the overall provision of professional and operational services, and for the overall financial management of a budget of \$83 million (FY 2019–20). The incumbent is responsible for reporting on administrative and financial matters to the Legislative Assembly Management Committee.

The successful applicant will be recognized as a person of integrity with in-depth highly specialized subject-matter knowledge of parliamentary rules of debate, practices and procedures, and parliamentary privilege, and their applicability to the Legislative Assembly of British Columbia and its committees. The successful candidate will have significant experience serving in a senior executive role in a public sector environment and developing and implementing policies and programs, and providing strategic leadership and direction in those undertakings. The successful candidate will have a record of success as a strategic leader with the ability to establish an organizational vision and set strategic direction. The successful candidate will have exceptional communication, decision-making and interpersonal skills, and an ability to address sensitive, potentially high-profile issues. A full listing of selection criteria, including the knowledge, experience, skills, and education that the successful candidate will possess, are outlined in greater detail in the position description available on the Committee's website at the link below.

The Clerk is appointed as a permanent officer and serves at the pleasure of the Legislative Assembly, regardless of prorogation or dissolution. Upon appointment, the salary is equal to the salary paid to a Judge of the Provincial Court of British Columbia. Terms and conditions of employment, including benefits, will be in line with those offered by the B.C. Public Service for Excluded Employees and Appointees.

Applications must be received by email or mail at the coordinates below no later than **January 15, 2020**. Although the Committee appreciates the interest of all applicants, only those who are invited for an interview will be contacted. All applications received will be held in confidence.

For further information and to view a complete position description, visit the Committee's website at www.leg.bc.ca/cmt/cla. Questions and applications may be addressed to the Committee at:

Special Committee to Appoint a Clerk of the Legislative Assembly
c/o Parliamentary Committees Office
Room 224, Parliament Buildings
Victoria, B.C. V8V 1X4
Toll Free in B.C. 1.877.428.8334
T 250.356.2933
Clerk2019@leg.bc.ca



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

The job advertisement was distributed as follows:

- Assembly of First Nations
- Association of Clerks-at-the-Table in Canada
- B.C. Assembly of First Nations
- B.C. Today – Daily Report
- Canadian Bar Association, Alberta Branch
- Canadian Bar Association, B.C. Branch
- Canadian Bar Association, Saskatchewan Branch
- Canadian Political Science Association
- First Nations Drum
- First Nations Summit of B.C.
- Institute of Public Administration of Canada
- Legislative Assembly Careers
- Legislative Assembly Facebook
- Legislative Assembly Twitter
- LinkedIn
- NationTalk.ca
- *The Hill Times*
- Union of B.C. Indian Chiefs

Appendix B: Position Description

The position description for the Clerk of the Legislative Assembly was approved by the Legislative Assembly Management Committee on October 23, 2019 and provided to the Special Committee to Appoint a Clerk of the Legislative Assembly on the same date.



Position Description Clerk of the Legislative Assembly

Position #	CLE0001	Salary	Equivalent to a Judge of the Provincial Court of British Columbia upon appointment
Date Updated	October 2019		

BACKGROUND

All Canadian provincial legislatures are established by the *Constitution Act, 1867* (formerly the *British North America Act, 1867*), which provides for the matters over which the provincial legislatures have jurisdiction. The Legislative Assembly of British Columbia's composition and governance are further outlined in the provincial *Constitution Act* (R.S.B.C. 1996, c. 66) and the *Legislative Assembly Management Committee Act* (R.S.B.C. 1996, c. 258). Its proceedings are governed by the *Standing Orders of the Legislative Assembly of British Columbia*.

All permanent officers and employees of the Legislative Assembly are appointed under the provisions of the provincial *Constitution Act*, and provide professional non-partisan services to support the democratic institution of provincial parliament and its Members through a variety of operational areas, including procedural advice, strategic management, administration, security, and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of the provincial government.

CONTEXT – CLERK OF THE LEGISLATIVE ASSEMBLY

The position of Clerk of the Legislative Assembly is one of the oldest continuously-held public offices in British Columbia, and predates British Columbia's admission into Confederation in 1871. The Clerk is the senior permanent officer of the Legislative Assembly, and holds significant procedural and senior organizational leadership responsibilities. The Clerk oversees the development and delivery of Assembly services and supports to Members of the Legislative Assembly, recognized caucuses, constituency offices, and parliamentary committees. The Clerk leads a highly skilled and diverse professional team of approximately 330 permanent and auxiliary employees within 14 administrative departments.

The primary procedural role of the Clerk is to contribute to the fulfilment of the Legislative Assembly's constitutional and representative functions by ensuring the Speaker, other Presiding Officers, and all Members of the Legislative Assembly are provided with non-partisan authoritative procedural advice and guidance on the interpretation and application of the Standing Orders, parliamentary practice,

and parliamentary privilege. The Clerk is also responsible for the management of all official papers and records of the Assembly and its committees, as set out in statute and in the Standing Orders. The position also serves as Clerk to the Legislative Assembly Management Committee, providing support in coordinating its work.

Pursuant to the provincial *Constitution Act*, an individual is appointed to the position of Clerk by resolution of the Legislative Assembly. As a permanent officer, the Clerk serves at the pleasure of the House, regardless of prorogation or dissolution of the Legislative Assembly. Reporting to the Legislative Assembly through the Speaker, the Clerk's procedural and Chamber responsibilities are central to all legislative functions and operations. To perform the role effectively, the Clerk must have the confidence and support of all Members. As such, the Clerk must be non-partisan and unconnected to any political party, must demonstrate sound judgment, integrity, and diplomacy, and must act with impartiality and discretion.

Like a chief executive officer, the Clerk also holds primary responsibility for major organizational decisions, managing the overall provision of professional and operational services, and reporting on administrative and financial matters to the Legislative Assembly Management Committee, as well as its advisory subcommittee, the Finance and Audit Committee.

The Clerk leads the development of the Legislative Assembly administration's short- and long-term strategic goals in support of the organization's vision and mission, contributing to the evaluation and assessment of Assembly programs. The incumbent must also offer strategic leadership in planning for the continuity of government and the Assembly's core functions, and with any other organizational priorities that may be identified by the Speaker or the Legislative Assembly Management Committee.

The Clerk is responsible for the overall financial management of a budget of \$83 million (FY 2019-20). The budget provides for the operation of the Legislative Assembly and its committees, including the provision of indemnities, allowances and salaries for Members of the Legislative Assembly, officials and staff, and for support services and other related costs. Annually, the Clerk signs the financial statements of the Legislative Assembly, attesting to their accuracy and integrity. The Clerk is also responsible for contributing to the implementation and maintenance of a system of internal controls providing reasonable assurance that assets are safeguarded, that transactions are properly authorized and recorded in compliance with statutory requirements, and that reliable financial information is available on a timely basis for preparation of the financial statements.

The Clerk leads an organization that is committed to value-focused service delivery, and ensures that the Legislative Assembly's administrative departments provide the highest level of support and services to those they serve. The incumbent must work collectively with key officeholders and staff to implement innovative ways in which to enhance organizational efficiency and effectiveness. The incumbent must also maintain awareness of procedural and organizational developments in other parliamentary jurisdictions to identify opportunities for future consideration, organizational improvements, and potential parliamentary reform.

The Clerk must ensure that, as an employer, the Legislative Assembly sustains a healthy workplace and is able to attract, retain, develop, and inspire talented employees to support strong organizational performance.

Four positions report directly to the Clerk: the Deputy Clerk and Clerk of Committees; the Sergeant-at-Arms; the Executive Financial Officer; and the Executive Manager, House Documents and Table Operations.

A governance review is currently being undertaken by the Legislative Assembly Management Committee, which may result in changes to statutes affecting permanent officers' term of office and the accountability relationships for the Clerk of the Legislative Assembly.

MAJOR RESPONSIBILITIES

Further to the context and general overview outlined above, the major responsibilities of the Clerk of the Legislative Assembly are:

- Assisting the Speaker with ensuring the proper functioning and operation of the Legislative Assembly and its committees.
- Providing procedural advice to the Speaker, other Presiding Officers, House Leaders, Members of the Legislative Assembly, caucus staff, government ministries and the public on the interpretation and application of the Standing Orders of the Legislative Assembly, and parliamentary practice, procedure and privilege.
- Consulting with House Leaders and staff on matters related to the business of the House; providing briefs to Members and staff on a confidential and timely basis on emerging scenarios as and when requested.
- Performing ceremonial and procedural duties in the Chamber, including calling of formal standing votes, requesting of Royal Assent, overseeing the election of a Speaker, and other parliamentary proceedings. It is the responsibility of the Clerk to provide advice and guidance to the Speaker and other Presiding Officers to ensure that parliamentary business is conducted in accordance with the Standing Orders, procedures and practice.
- Researching and writing procedural rulings and statements for the Speaker and other Presiding Officers regarding matters arising in the Legislative Assembly or its committees.
- Safekeeping all papers and records of the Legislative Assembly and its committees in accordance with statute, the Standing Orders or the direction of the Legislative Assembly and its committees.
- Overseeing and approving the daily preparation and printing of the *Votes and Proceedings* and *Orders of the Day* and ensuring the Journals are printed following the end of each Session.
- Certifying bills at each stage and certifying the date on which Royal Assent is granted.
- Providing procedural and administrative support to the Legislative Assembly Management Committee, and its advisory subcommittee, the Finance and Audit Committee.
- Implementing the direction of the Legislative Assembly Management Committee with reference to the Committee's responsibilities for the administration and financial oversight of the Legislative Assembly.
- Leading the Legislative Assembly management team and employees in sustaining a positive, respectful, collegial and productive work environment.

- Prudently managing the financial resources of the Legislative Assembly by implementing the necessary processes and controls, coordinating and preparing the Legislative Assembly's budget, and advising the Speaker and the Legislative Assembly Management Committee in its consideration and approval.
- Ensuring effective organizational leadership in support of innovative, proactive and cost-effective information services, Hansard reporting, broadcasting, library, and research services to meet the needs of Members and employees.
- Providing support and direction for non-partisan parliamentary education and Legislative Assembly internal and external communications to enhance public appreciation, understanding and trust in the Legislative Assembly.
- Leading the development of innovative and on-going orientation services and programming for new and returning Members and supportive transition services for departing Members.
- Overseeing interparliamentary relations such as visits by parliamentary officials to the Legislative Assembly, parliamentary conferences hosted at the Legislative Assembly, and the Legislative Assembly's standing in interparliamentary organizations.
- Liaising with officials in other jurisdictions whenever Members and staff of the Legislative Assembly attend conferences, parliamentary seminars or workshops outside of British Columbia.
- Serving as Secretary of the interparliamentary organizations to which the Legislative Assembly belongs, including the Commonwealth Parliamentary Association and the Assemblée parlementaire de la Francophonie.

SELECTION CRITERIA

Knowledge

- An understanding of the Westminster system of parliamentary government and the respective roles of the Crown, the Executive, Parliament and the judiciary.
- In-depth highly specialized subject-matter knowledge of parliamentary rules of debate, practices and procedures, and parliamentary privilege, and their applicability to the Legislative Assembly of British Columbia and its committees.
- Knowledge of and respect for the principles of parliamentary democracy and the legislative process in British Columbia.
- Knowledge of structure and functions of government ministries and agencies and how they inter-relate with the Legislative Assembly of British Columbia.
- Knowledge of sound management and organizational leadership practices and principles.
- Knowledge of organizational financial management practices and principles.
- Knowledge of provincial and political issues, and current events, issues and legislative initiatives.

Experience and Skills

- Significant experience providing timely and effective advice to Members and staff of a Legislative Assembly that supports the efficient and effective functioning of parliament.
- Significant experience serving in a senior executive role in a public sector environment.
- Significant experience overseeing the operations of an organization or sizeable department in the public sector.
- Significant experience developing and implementing policies and programs, and providing strategic leadership and direction in those undertakings, including oversight and evaluation with respect to service needs and requirements.
- Significant experience in budget development and financial management, including oversight of budgets and financial operations.
- Significant experience overseeing corporate support services in a public sector environment, including information technology support and operations, financial operations, and human resource operations.
- A record of success as a strategic leader with the ability to establish an organizational vision and set strategic direction.
- Superior communication, decision-making and interpersonal skills and an ability to address sensitive, potentially high-profile issues.
- Excellent planning, analytical, and problem-solving skills and an ability to manage relationships in a unique organizational culture.
- Proven experience in developing and maintaining effective relationships with Members and senior officials both within the Legislative Assembly and within the senior public service.
- Ability to exercise judgment, initiative and innovative approaches to problem-solving and undertake responsibilities with discretion, diplomacy and tact.
- Ability to maintain strict discretion and confidentiality in a sensitive political environment.
- Commitment to, and a proven track record of, implementing decisions taken by others.
- A reputation for non-partisanship, integrity, fairness, consistency, and inclusive and constructive communication.
- Ability to establish and maintain high service standards, and to ensure a commitment to non-partisanship and political neutrality amongst all employees of the Legislative Assembly.
- Strong analytical and managerial skills and the commitment to make impartial, fair and transparent decisions.
- Ability to respond to and reconcile tight deadlines and changing priorities and timetables.

Education and Training

Post-secondary degree(s) from a recognized university in a related discipline, such as Political Science, Law, or Public Administration, or a combination of equivalent education, job-related training, and experience.

Experience at a senior level in strategic management, organizational change, and implementing modern corporate governance principles and best practices, including leading human resource teams; managing significant financial resources; and leading complex and varied organizational operations.

COMPETENCIES

Service Orientation is understanding the service needs of a client/customer (internal or external) and actively focusing on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

Teamwork and Cooperation is working cooperatively with diverse teams, work groups and across the organization to achieve group and organizational goals. This includes communicating effectively and collaboratively with others.

Results Focus is taking action to achieve challenging goals or high standards. It is focusing on the desired outcomes, setting challenging goals, and taking action to meet or exceed them.

Problem Solving and Judgment is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

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.

Listening, Understand and Responding is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to spoken and unspoken or partly expressed thoughts, feelings and concerns of others.

