



Manager, Performance and Measurement - Victoria

Administrative Officer 27 - \$60,140.27 - \$68,789.40

This opportunity is geographically restricted.

**The Opportunity
Corporate Services Division**

The Manager of Performance and Reporting is responsible for the development and implementation of the Commission's performance management reporting framework supporting the Commission's internal and external accountability activities, which ensure the Commission is achieving its Service Plan objectives in the most efficient and effective manner.

Knowledge of oil and gas industry operational practices is preferred. The BC Oil & Gas Commission is seeking resumes from qualified individuals with ability to:

- Coordinate Strategic Planning and develop Business Plans and Service Plans
- Develop performance measures and targets through researching socio-economic statistics, cross-jurisdictional benchmarking, program statistics and related research to identify best practices
- Develop accountability framework and performance management system to report progress
- Develop and implement project management systems and tools

Qualifications

Consideration will be given to those with:

- University Degree in a related discipline with 3-5 years experience or a Diploma in a related discipline with 5-8 years experience (related discipline, i.e.: Finance, Business Administration or Public Administration)

Preference will be given to qualified applicants who demonstrate experience with:

- Managing complex projects and work assignments, with preference given to recent experience in a regulatory environment or an equivalent.
- Preparing written communications for an organization
- Project Management systems and tools and/or Risk Management systems and tools
- Performance benchmarking and public reporting
- Business and workflow analysis and change management planning / implementation

In submitting a resume and cover letter, you confirm you have reviewed the following job description for a complete list of duties and qualifications.

We encourage all applicants to apply, even if they do not currently meet the qualifications as an employee development plan may be established for lesser qualified applicants to progress to the full working level. Classification and salary will be based on level of education, experience and training requirements. An eligibility list may be established. Occasional overtime work may be required.

Please note applicants will only be contacted if they are selected to proceed further in the process. For additional information regarding this position, please contact Tracey Smith at (250) 419-4407. You are also encouraged to view the OGC's [Website](#)

Competition:

09-027

Closing Date:

November 30th, 2009

Apply to:

Oil and Gas Commission, 100 10003 110 Avenue, Fort St. John, BC, V1J 6M7

FAX: (250) 787-3550

E-Mail: ogc.recruitment@gov.bc.ca

For More
Information:

**Tracey Smith
250-419-4407**

MAILING

100 | 10003 110 Avenue
Fort St John BC V1J 6M7

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www.ogc.gov.bc.ca

POSITION TITLE	Manager of Performance and Measurement	POSITION #:	
DIVISION/UNIT:	Corporate Services	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Director of Finance	POSITION #:	
SUPERVISOR'S CLASSIFICATION:	Business Leadership	LOCATION:	Victoria
APPROVED CLASSIFICATION:	Grid 27	CLASS CODE:	
ENTERED BY:	Tracey Smith	PHONE NUMBER:	250-419-4407

PROGRAM

The Oil and Gas Commission (OGC) is the statutory authority in the regulation of the province's rapidly growing petroleum sector. Operating under a governance model overseen by a three-member Board of Directors, the Commission is a self-financed entity in partnership with industry, other levels of government and agencies and First Nations. OGC is charged with the management and regulation of conventional and mounting unconventional oil and gas exploration, production and pipeline activities as well as increasingly diverse sector operations and infrastructure projects across the province.

The Corporate Services Division through service delivery is responsible for ensuring the Commission is able to achieve its mandate and business priorities in a sustained, self-sufficient and professional manner. The Division is accountable for instituting effective financial, project, human resources and information systems to support the operational requirements of the Commission. The Division is also responsible for external financial reporting, Information Technology needs of the Commission, Risk Management Program, Facilities and organizational administration, the Annual Business Plan, Service Plan and Annual Report.

PURPOSE OF POSITION

Reporting to the Director of Finance, the Manager of Performance and Reporting is responsible for managing and maintaining critical Corporate Services programs and projects including the development of information and statistics for the Service Plan, Business Plan and Annual Report. As well, they are responsible for Enterprise Risk Management, Risk Registry, Carbon Reporting, Multicultural Reporting, Pandemic Reporting, preparation of the Shareholder letter of expectation, Performance Measurement / Benchmarking and project management. The Manager of Performance and Reporting is the primary liaison with The Crown Agency Secretariat.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

- Responsible for the development and implementation of the Commission's performance management reporting framework supporting the Commission's internal and external accountability activities, which ensure the Commission is achieving its Service Plan objectives in the most efficient and effective manner.
 - Coordinates Strategic Planning of the Business Plans and Service Plans;
 - Develops performance measures and targets through researching socio-economic statistics, cross-jurisdictional benchmarking, program statistics and related research to identify best practises;
 - Develops accountability framework and performance management system to report progress;
 - Participates in the budgeting and planning process to ensure associated activities are appropriately planned and resourced for successful completion;
 - Consults and works with Department and Division Leaders on project development and management as it relates to the Service Plan goals, objectives and strategies to ensure compliance with strategic plans, business plans and Board authorized policy;
 - Updates and maintains the Risk Registry as part of the overall Enterprise Risk Management; and
 - Facilitates research, collection and analysis of information for, Multicultural Reporting and Pandemic Reporting.

- Provides performance management / measurement expertise to Commission Executive and management; develops tools and facilitates knowledge and skill development to support the Commission's management planning and decision making, service quality improvement and public accountability expectations. Areas of expertise include: ERM, Strategic Planning process planning, performance management, benchmarking, resources and decision support tools / approaches, quality assurance/improvement and best practices and organizational as well as program standards.

- Ensures Carbon Neutrality results are reported and meet legislative requirements.

- Works closely with Corporate Affairs report development and publishing staff to ensure the content in public reports is complete and accurate.

- Develops and implements project management systems and tools.

- Works closely with Regulatory Affairs and Stewardship business improvement staff to ensure business process management changes and associated risks are taken into account with regard to the Service Plan and Business Plan.

- Facilitates the preparation of the shareholder's letter of expectation.

- Acts as primary liaison with The Crown Agency Secretariat and/or policy branches at Ministry of Energy, Mines and Petroleum Resources

- Supports and trains Commission staff on accountability framework, performance management and organizes information and statistics for the annual Service Plan, Business Plan and Annual Report.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	
Supervises staff through subordinate supervisors	0	

PROJECT /TEAM LEADERSHIP OR TRAINING

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers	0	Provides formal training to other staff	10-20
Lead project teams ¹	12-20	Assigns, monitors & examines the work of staff	2-3

¹ (Works with and directs program managers, department heads and divisional leaders on performance management, project management and results reporting). Facilities / Leads ERM and Strategic Planning Process.

PREPARED BY

NAME: Tracey Smith	DATE: October 09
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EXCLUDED MANAGER AUTHORIZATION

I confirm that:		
<ol style="list-style-type: none"> the accountabilities / deliverables were assigned to this position effective: October 16, 2009. the information in this position description reflects the actual work performed. a copy has / will be provided to the incumbent(s). 		
NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

- Commissioner
 - Corporate Services Leader (ML)
 - Director, Finance (ML)
 - Manager, Financial Planning, FO 24
 - Manager, Financial Administration, FO 21
 - Financial Accounting Clerk (Clk 11) – 2 positions
- Manager of Performance and Measurement – GRID 27**

SELECTION CRITERIA

Education:

- University Degree in a related discipline with 3-5 years experience or a Diploma in a related discipline with 5-8 years experience (related discipline, i.e.: Finance, Business Administration or Public Administration)

Related Experience Includes:

- 2-3 years experience in managing complex projects and work assignments, with preference given to recent experience in a regulatory environment or an equivalent.
- Recent experience in preparing written communications for an organization.
- Recent experience with Project Management systems and tools and/or Risk Management systems and tools.
- Recent experience with performance benchmarking and public reporting.
- Recent experience in business and workflow analysis and change management planning / implementation.

Knowledge, skills and abilities:

- Excellent communication skills both oral and in writing to explain technical information. Experience writing internal and/or external communications for a corporate or public sector program an asset.
- Knowledge of the structure and processes of government and Crown corporations or agencies.
- Excellent organizational skills, including the ability to manage a diverse workload and multiple simultaneous projects. Ability to manage effectively under pressure for meeting strict deadlines. Self motivated and results driven.
- Excellent analytical and problem-solving skills.
- Excellent ability to respond to, and lead, change.
- Strong ability to persuade all levels of management and external stakeholders.
- Strong facilitation and presentation skills.
- Ability to interpret legislation and policy.
- Ability to handle sensitive information with discretion and confidentiality.

KEY COMPETENCIES

Personal Effectiveness:

Adaptability

Willingness and ability to effectively work in and adapt to change

Supports Innovation

Encourages others to think creatively and make improvements, supports implementation of new ideas

Develops Self and Others

Desire and ability to develop the long term capability of self and others

Organizational Awareness

Understands the structure and culture of the organization and how it impacts their work

Organization Effectiveness

Conflict Resolution

Ability to develop working relationships that facilitate the prevention and/or resolution of conflicts

Builds Team

Establishes a spirit of cooperation and cohesion within team

Information Sharing

Communicates and discusses with team, critical information including rationale behind decisions, shares team concerns with organizational decision makers

Client Development

Fosters a genuine intent to foster the learning or development of a diverse clientele

Achieving Results

Change Implementation

Accepts change and guides team in implementing change by gaining an understanding of the factors impacting decisions

Planning and Coordinating

Establishes priorities and organizes team resources to accomplish goals

Sharing Responsibility

Shares responsibility with individuals and groups so they have a deep sense of commitment and ownership

Conceptual Thinking

Ability to use creative reasoning and thought processes to identify patterns and connections between situations that are not obviously related