



President & CEO Job Description

INFORMATION

Division:	Office of the President and Chief Executive Officer
Reports to:	BC Assessment Board of Directors
Location:	Victoria

POSITION SUMMARY

As the most senior executive position within the organization, reporting to the Board of Directors, the *President and CEO* provides strategic leadership for BC Assessment. The position is responsible for the overall management of BC Assessment's operations, products and services, and for organizational compliance with Provincial Legislation. This position is the primary point of contact for senior provincial and local government officials, assessment organizations, and stakeholders.

RELATIONSHIPS

- Works closely with:
 - Board Chair and Board of Directors,
 - Minister responsible for BC Assessment and senior Ministry officials on assessment issues and related legislated responsibilities;
 - Senior leaders of Provincial Government Ministries and Members of the Legislative Assembly and leaders of government agencies;
 - Senior local government officials, Union of BC Municipalities representatives, Assessment leaders nationally and internationally, professional associations, and special interest groups.
- Provides leadership to the Executive Committee and all BC Assessment employees.
- Communicates with key stakeholders and other broader community.
- Is committed to strengthening the relationship between the province, as shareholder, and BC Assessment by maintaining regular open and transparent communication and consultation with the province through senior Ministry officials, where appropriate.

SPECIFIC ACCOUNTABILITIES AND DELIVERABLES

- Counsels and works collaboratively with the Board of Directors in implementing strategic objectives, operational plans, and corporate policies.
- Executes the direction outlined in the annual BC Government Mandate Letter which includes strategic direction and key performance expectations. Reports out to the Board of Directors on progress, challenges and achievements.
- Develops for Board approval and successfully implements the BC Assessment Strategic Plan and Corporate Business Plan including financial plans and budgets. Reports out to the Board on risks and performance outcomes.
- Leads the implementation of BC Assessment's Service Plan objectives.
- Ensures the following duties are fulfilled, as delegated by the Board of Directors:
 - Property valuation and classification procedures are developed and administered fairly and effectively
 - Preparation and completion of assessment rolls, notices, and statutory reports are carried out effectively



- Policies, practices, and deliverables are consistent with statutory requirements
- Appeals and legal cases are resolved
- Ensures BC Assessment's legislative framework is maintained and leads changes to assessment legislation and regulations.
- Ensures BC Assessment's financial management and reporting framework reflects best practices consistent with regulations and the government's reporting requirements.
- Establishes a corporate culture of customer service excellence, accountability, operational effectiveness, and continuous business improvement.
- Advances the understanding of all British Columbians concerning ad valorem taxation and its application in British Columbia.
- Leads significant organizational change initiatives and communicates a change vision that inspires the workforce to follow and instills confidence.
- Encourages and leverages new technologies to improve business outcomes, the customer experience and workforce productivity.
- Leads and enables a high performing, resilient and adaptable workforce.
- Leads proactive engagement with local government, stakeholders, partners and the public on BC Assessment initiatives.
- Provides leadership to the Executive Committee, co-develops annual performance plans, and conducts performance reviews for direct reports.
- Develops future leaders through corporate succession planning.
- Performs other duties at the request of the Board of Directors.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Thorough understanding of property assessment, taxation and real estate market.
- Thorough understanding of the roles of government: provincial, municipal, federal and international.
- Strong knowledge of Board and organizational governance.
- Strong knowledge of the oversight required to lead significant technology projects.
- Thorough understanding of guiding legislation.
- Thorough understanding of the BC economy as it relates to real property.

Skills

- Organizational leadership by leading strategic initiatives and inspiring a corporate vision.
- Excellent understanding and ability to apply strategic and operational business approaches and practices to achieve maximum performance outcomes.
- Exceptional interpersonal and communication skills and ability to overcome barriers to success in the resolution of complex issues and problems.
- Business and political acumen to lead a high performing organization and deliver on government's goals and public interest.
- Innovation and change management skills.

Ability to

- Work collaboratively at all levels (with internal and external stakeholders) to influence and negotiate change and introduce innovative practices in a customer centric business environment.
- Demonstrate and foster a sense of urgency and entrepreneurial commitment to achieving long term business goals.



- Act as a steward for long term financial sustainability.
- Build organizational capacity by securing the right expertise, skills and resources for long-term business success.
- Articulate and facilitate a shared vision for the future.
- Demonstrate professional and ethical conduct.

COMPETENCIES

Drive High Performance - Inspire and deliver outstanding results. Level 5

Innovate & Improve - Generate and implement improvements that will realize strategy. Level 5

Build Trusted Relationships- Collaborate broadly to deliver on shared goals. Level 5

Be Strategic - Think and act to shape our future. Level 5

Foster Talent - Develop people to reach their full potential and address our talent needs. Level 5

Lead Change - Identify, prioritize and lead change successfully. Level 5

EDUCATION AND EXPERIENCE

Education

- University degree in a related discipline with preference given to a post-graduate degree

Experience

- Significant senior executive leadership experience and experience working with a Board of Directors governance model and with elected officials/public sector leaders when dealing with complex and/or contentious issues, demonstrating an understanding of the political environment.
- Experience providing oversight for major change projects that leverage technology.
- Leadership experience in real estate valuation and the assessment field is preferred.
- Experience working in a professional staff environment and unionized environment.

Note: An equivalent combination of education, training, and experience may be considered.

SUPPLEMENTARY INFORMATION

Financial Responsibility

- Accountable for corporation staff headquartered in Victoria with 15 provincial area offices.
- Accountable for an annual corporate budget of approximately \$90M.

Supervision

- Directly supervises staff: 8 FTEs*
- Supervises staff through subordinate supervisors: ~730 FTEs

*Positions directly supervised by President and CEO:

- 1) Vice President, Information and Technology Services
- 2) Vice President, Finance
- 3) Vice President, People
- 4) Vice President, Assessment
- 5) Vice President, Customer
- 6) Director, Communications and Government Relations
- 7) Director, Corporate Performance Management
- 8) Corporate Secretary (Administrative only) & General Counsel