



EMPLOYMENT OPPORTUNITY

General Manager, Corporate Services

Competition No.: 2023-015



www.rdn.bc.ca

EXPERIENCE

Local Government
Public Administration
Employment Law
Communications

SKILLS AND COMPETENCIES

Leadership
Problem Solving
Relationship building
Communication

APPLICATION DETAILS

Please quote competition 2023-015 and submit a cover letter and resume clearly outlining your education, experience, and qualifications as they relate to this position, to emetcalf@rdn.bc.ca.

Applications will be accepted until 4:00 pm, on February 17, 2023.

The RDN is committed to employment equity and welcomes diversity and encourages applications from all qualified individuals.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

The Regional District of Nanaimo (RDN) is situated within the traditional territories of several First Nations, including Snuneymuxw, Snaw-Naw-As and Qualicum First Nations. The RDN recognizes the rich cultural history of these First Nations and is committed to developing positive working relationships to the benefit of all residents in the region.

ORGANIZATIONAL PROFILE

The RDN is one of 27 regional districts in the Province of British Columbia. Regional districts across the Province strive to ensure all provincial residents have an effective form of local government, including representing municipal residents on regional and sub-regional issues. The RDN provides regional governance and services to the municipalities, of Nanaimo, Lantzville, Parksville, and Qualicum Beach, as well as seven unincorporated Electoral Areas. Established in 1967, the RDN is British Columbia's fifth most populous Regional District and home to more than 175,000 people.

ABOUT THE ROLE

The RDN is seeking a results oriented professional to effectively lead and manage the diverse Corporate Services team; establishing and achieving departmental objectives that reflect the Board's direction and services.

Reporting to the Chief Administrative Office, the General Manager, Corporate Services, is a member of the Executive Leadership Team, and responsible for the delivery of financial and legislative services, human resources, communications, as well as information technology that works in partnership with all departments. The preferred candidate will possess an undergraduate degree in law, business, public administration, or human resources preferably complemented by a post graduate degree, plus 8 years prior job-related experience within a progressive leadership role in a unionized environment, preferably in the public sector. Please see the attached job description for further details on this exciting opportunity.

POSITION DETAILS

This excluded full-time position offers a competitive compensation and benefits package. Please visit the RDN website at www.rdn.bc.ca for more information on the Regional District of Nanaimo. Should you have any questions regarding this unique opportunity, please contact Emily Metcalf by emailing emetcalf@rdn.bc.ca.



REGIONAL DISTRICT OF NANAIMO

JOB DESCRIPTION

POSITION TITLE: GENERAL MANAGER, CORPORATE SERVICES

POSITION SUMMARY:

Reporting to the Chief Administrative Officer and a member of the Executive Leadership Team (ELT), the General Manager is responsible and accountable for the delivery of financial and legislative services, human resources, communications, and information technology that works in partnership with all departments.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Guides, reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment. Overseeing (through the Chief Human Resources Officer and staff) the Regional District's Occupational Health and Safety function.
2. Effectively leads and manages a diverse team in the Corporate Services Department while establishing departmental objectives that are reflective of the Board's Strategic Plan and participating in setting the corporate direction and future organizational development.
3. Ensures that the Corporate Services Department provides support, guidance, advice, and assistance to the elected officials in harmony with the CAO and that the corporation complies with all relevant legislation and policies.
4. Acts as a partner (directly and with Corporate Service department experts) in providing advice to the CAO, the ELT and Managers on employment and labour law matters while overseeing all aspects of personnel management including but not limited to, collective bargaining, staff development, health and safety, compensation programs, succession planning and employee engagement.
5. Oversees the preparation of the five year financial plan for the organization and directs the preparation of annual and long range operational and capital budgets for the corporation.
6. Develops a corporate communications paradigm that provides an accountable, open government for a high level of informed services to the public, the elected officials, and staff, based on CAO and Board Policies as well as Board approved resources.
7. Monitors and controls corporate and departmental spending to ensure effective and efficient expenditures within the Board approved budget.
8. Manages critical relationships with member municipalities, staff, external vendors, contractors, and consultants.
9. Prepares reports and recommendations for the Chief Administrative Officer, as required.
10. Attends Committee and Board meetings and participates on various corporate committees as assigned.
11. Participates in the RDN's Emergency Operations Centre, as required.
12. Performs other related duties and responsibilities as required by the Chief Administrative Officer.

DIRECT REPORTS:

Chief Financial Officer
Manager, Legislative Services
Chief Human Resources Officer
Chief Technology Officer
Communications Coordinator
Engagement Coordinator

REQUIRED EDUCATION AND EXPERIENCE:

An undergraduate degree in law, business, public administration, commerce, or human resources preferably complemented by a post graduate degree, plus eight years of progressive leadership roles in a unionized organization, preferably in the public sector.

Strong business acumen with a working knowledge of the local government legislative framework, employment law, corporate communications, financial processes and experience in human resources are combined with skills in leading multi-disciplinary teams in complex and demanding projects with measurable deliverables.

Excellent communication and leadership abilities combine to inspire staff and to act as a partner and advisor on corporate services.

Seeks out new ideas and innovations while being a practical collaborative decision maker with excellent problem solving skills and the ability to adapt and change. Understands the necessity for measurable deliverables. Keeps apprised of future trends in the municipal sector and recommends the implementation mechanisms to ensure the high level performance of the RDN. Able to assess different perspectives and weigh competing priorities while building and maintaining effective working relationships with the public, the Board and fellow staff members.

Basic training and experience in participating in an Emergency Operations Centre is preferred.