



**boabc**



## Position Description

### ***Chief Administrative Officer***

#### **GENERAL**

The Chief Administrative Officer (the CAO) will demonstrate competency in both practical business administration and strategic leadership. He or She will build on the Building Official Association of British Columbia's (BOABC/The Association) successes and, chart a course that will take the Association to a new level of industry leadership and member services. With direction from the Executive Committee, the CAO will grow the membership, enhance relationships with government, and develop programs which the membership views as invaluable to the success of their businesses. The successful candidate will demonstrate organizational leadership within a changing strategic context. In addition to its regular business, the CAO will lead BOABC in managing significant change to becoming the provincial authority under the *Building Act* and being accountable to the Administrative Agreement signed with the Province of British Columbia in early 2017.

#### **SPECIFIC ACCOUNTABILITIES**

The CAO is the senior staff person in the BOABC and reports to the President and Executive Committee.

##### **Executive Committee**

The CAO reports to the Executive Committee all relevant information regarding compliance with Executive Committee policies and BOABC's operations. He/She provides exceptional administrative support and advice to the Executive Committee and ensures that the Executive Committee directors and committees have all the information necessary to act decisively and in compliance with relevant legislation.

##### **Organizational Leadership**

The CAO plans, administers and supervises designated programs, operations, and activities consistent with organizational policies, goals, and objectives, and in accordance with legal, constitutional, and other requirements including:

- Leading, advising and assisting the Executive Committee in the development and implementation of plans, policies, new initiatives, and fiscal priorities to support BOABC and its members. This includes updating BOABC's strategic plan for approval by the Executive Committee and providing advice and guidance on provincial and national matters of significance;
- Organizing, directing and controlling the long-term, general, and day-to-day operations, administration, and office management of the Association;
- Available to the Executive Committee for formal and informal discussions and attends all meetings of the Executive Committee;
- Overseeing major programs, project, contracts, priorities, spring and fall training sessions, annual general meeting schedules and resource requirements and ensuring all aspects of

- projects are carried out expeditiously, and consistently with the Association's and Executive Committee objectives and policies;
- Working collaboratively with members and dealing effectively and professionally with issues, concerns, and requests for administrative assistance;
- Implementation of Administrative Agreement signed with the Province regarding the qualification of the building officials;
- Ensuring the administration of the Building Act Administrative Regulation, the Building Act General Regulation relevant to the BOABC;
- Supervising office staff and coordinating volunteers;
- Collaborating with professional consultants, legal counsel, and other service providers;
- Establishing and ensuring all professional, licensing, or other accreditation documents are active, valid and in place to satisfy legal, regulatory, and other requirements; including arranging for annual liability insurance renewals and overseeing and ensuring risk management policies and procedures are sufficient to protect the Association, employees, and/or volunteers, from liability and other claims;
- Ensuring, as "Head," that persons acting on behalf of the BOABC who may have access to confidential information or documents of the BOABC are aware of the requirement to adhere to BOABC Privacy Policy and act in accordance with applicable privacy laws, such as the FOIPP Act.

The CAO may be responsible for carrying out the responsibilities of the "Registrar", including imposing administrative penalties if designated by the Minister responsible under the *Building Act*.

### **Strategic Planning and Policy Development**

The CAO conceives and leads in developing BOABC strategic plans, including new and revised goals, operational policies, directions, and initiatives, for Executive Committee review, discussion, and approval, and provides other deliverables, including:

- Providing leadership in formulating the long-term strategic plan, objectives and policies of the organization ensuring they are consistent with the organizational strategic goals and values;
- Researching and reporting on impacts of legislative changes (for example, amendments to the *Building Officials' Association Act*, the *Building Act* or the BC Building Code and other relevant regulations);
- Translating and implementing the long-term strategic plan into annual operational plans and priorities;
- Applying good business practices in contract management;
- Strategic planning with consideration to BOABC's business priorities in relation to legislation and bylaws;
- Researching and developing strategic, operational, and program policy based on evidence and best practice;
- Other deliverables, as determined by the Executive Committee.

### **Financial Stewardship**

In conjunction with the Treasurer, the CAO oversees and maintains control of an approved budget estimated in total \$700,000 to \$800,000, in accordance with the Association's Financial Control and Administrative Procedures. He/She must

- Assist the Treasurer in the preparation of the Association's budgetary planning for submission to the Executive Committee for approval;
- Prepare and implement annual Operating/Management Plans;
- Within the defined Association policies, assume overall accountability for the annual operating and capital budgets, and ensures programming, and special initiative budgets align with the overall budget;

- Prepare a business case for every new or ongoing initiative of the Association;
- Ensure the costs of maintaining an appropriate financial reserve is built into every business case;
- Confirm that appropriate financial, information management, and administrative systems are in place for the ongoing and effective operation of the organization;
- Oversee and manage the Annual Audit Review with the Treasurer;
- Oversee fundraising projects, contract negotiation and/or working with partnership agreements to secure new revenue streams acquired through and from proposals and grant writing;
- Review all policies and procedures giving consideration to improved outcomes;
- Prepare and present a five year business plan.

### **Member Services**

Working with the Office Administrator and Executive Committee, the CAO ensures that member needs are being met and adequately serviced. He/She proactively looks for feedback to enhance service offerings, increasing membership enrollment by exploring new opportunities for membership offerings.

### **Education**

Through the Director of Education and Training, the CAO ensures that the appropriate examinations, seminars and training sessions are developed and delivered to members in alignment with the education and training project plan, and according to the Administrative Agreement. He/She oversees the education and training project plan's implementation, and ensures that continuing professional development opportunities are available to members.

### **Examination**

The CAO ensures that the appropriate examinations, testing certification programs are developed and delivered to membership in alignment with the BOABCs Certification Program.

The CAO also ensures that qualification exams are designed and delivered for all scopes of practice, classes or specialized qualifications, as established by regulation under the *Building Act*, as outlined in the Administrative Agreement.

### **External Relations**

The CAO promotes the Association's interests and performs an advocacy function through communications with the building industry, businesses, organizations, the provincial government, local governments, and affiliated umbrella organizations including the Alliance of Canadian Building Officials' Association. He/She is responsible for generating relationships that develop the Association's funding resource base, and is expected to

- Develop working relationships with stakeholders, elected and senior officials of other government to enhance the Association's credibility and brand;
- Represent the Association at industry events and official functions and communicating the Association's services, value to the community, and funding needs;
- Participate in conferences, annual general meetings, and other events that promote partnerships for the benefit of BOABC's members;
- Liaise with industry professionals, representatives, and members of the building industry as well as and with inter-provincial and international councils of Building Officials to promote greater understanding of harmonization of building codes, acceptance of accreditation, and recognition of shared goals;
- Liaise with external partners strategically important to the Association such as Building and Safety Standards Branch, BC Housing (Licensing and Consumer Services ) Architects Institute of BC, Engineers and Geoscientists of British Columbia;
- Coordinate with educational institutes, International Code Council, on matters related to the Association's education, training and exam requirements;

- Represent BOABC by participating on various task forces, working groups, and other committees; and
- Performs other related duties as required to promote the Association and the members' interests.

### **Human Resources**

The CAO develops human resource policies and recommends them to the Executive Committee. He/She implements policy by making human resource decisions necessary to support the objectives of the Association. He/She will escalate to and inform the Executive Committee, according to the Association's policies, any decisions with respect to:

- Labour relations issues, such as hiring, performance reviews, discipline, dispute resolution, and termination of staff.

### **Trends in the Market**

The CAO understands and is aware of trends in the market affecting the members and the profession of building officials. He/She maintains awareness and insight into the regulatory environment regarding the building and trades and labour mobility agreements, e.g. Agreement on Internal Trade, and Canadian Free Trade Agreement.

### **Reporting Relationship**

Reports To: Executive Committee

Direct Reports: Office Administrator

Director of Education and Training

Contracted consultants and professionals, and

Any additional staff necessary to conduct the Association's business

Works closely with:

Members

Executive Committee

Government (federal, provincial, municipal)

Alliance of Canadian Building Officials Associations

Industry associations

Other provincial/territorial building officials' associations

International Code Council and other service providers

### **Compensation**

BOABC partners with Korn Ferry Hay Group annually to ensure compensation will be competitive and commensurate with experience and market. It will consist of an attractive base salary and performance bonus as well as Public Service Pension Plan and other benefits as appropriate.

### **Qualifications**

- Degree in a relevant field including public administration,, engineering, architecture, economics, preferably at the Master's level, or equivalent, and a minimum of five years of related experience.
- Experience developing delivering organizational and strategic initiatives.
- Building relationships with three levels of governments, regulatory bodies and other broad range of industry stakeholders.
- Experience leading analysis and resolution of complex public policy issues.
- Experience facilitating two-party/multi-party dispute resolution processes.
- Experience establishing collaborative relationships with senior leaders across government.
- Experience leading organizational change through change management.
- Experience leading and coaching multi-disciplinary senior management teams in the development and implementation of a diverse range of projects.
- Experience and knowledge with construction codes and regulations, or relevant development and/or construction industry experience is preferred.

- Experience in compliance monitoring services in building industry.

## Competencies

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

**Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.

**Conflict Management** is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.

**Organizational Awareness** includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.

**Improving Operations** is the ability and motivation to apply one's knowledge and past experience for improving upon current modes of operation within the organizations. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions.

**Promoting Empowerment** involves knowledge and skills in using processes such as delegation and information sharing to enhance subordinate ownership and empowerment over their task and performance.

**Vision and Goal Setting** involves knowledge and skills in establishing strategic and operative goals for the organization and to establish a system of measuring effectiveness of goal attainment.

**Creating and Managing Change** involves knowledge and skills to manage in the organization through setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change and facilitating implementation of successful change actions.

**Solving Problems Creatively** involves knowledge and skills in fostering creative problem solving in the organization through critical reflection, problem analysis, risk assessment and rewarding innovation.

**Building Strategic Alliances** involves knowledge and skills to engage in internal and external stakeholder analysis and to negotiate agreements and alliances based on a full understanding of power and politics.

**Executive Presence** involves knowledge and skills in influencing others and having an observable impact at the executive level, through personal credibility, leadership, confidence, and an understanding of other people's perspectives and interests.