



boabc



Position Description

Executive Director

GENERAL

The Executive Director will provide an active role in the overall oversight of the Building Officials Association of BC (Association) ensuring effective organizational leadership and efficient service delivery for members. The Executive Director will demonstrate competency in both practical business administration and strategic leadership. With direction from the Executive Committee, the Executive Director will enhance relationships with government, and develop programs which the membership views as invaluable to the success of their businesses. In addition to its regular business, the Executive Director will lead Association in meeting service delivery goals to becoming the provincial authority under the *Building Act* and being accountable to the Administrative Agreement signed with the Province of British Columbia.

SPECIFIC ACCOUNTABILITIES

The Executive Director is the senior staff person in the Association and reports to the Executive Committee.

Executive Committee

The Executive Director reports to the Executive Committee all relevant information regarding compliance with Executive Committee policies, bylaws, and Association'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, Association Bylaws and Policies.

Organizational Leadership

The Executive Director 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. They will serve as "the head of a public body" with document control responsibility for the Association's compliance with the Freedom of Information and Protection of Privacy Act (FOIPP Act).

- Organizing, directing and controlling the long-term and day-to-day operations, administration, and office management of the Association;
- 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 consistent with the Association's and Executive Committee objectives, policies and budget;
- Working collaboratively with members and dealing effectively and professionally with issues, concerns, and requests for administrative assistance;
- Implementation of Administrative Agreement ensuring that the service delivery goals are accomplished on time and budget;

- Ensuring compliance with the administration of the *Building Act*, *Building Act Administrative Regulation*, the *Building Act General Regulation* and the *Building Officials' Association Act* relevant to the Association;
- Providing the inspired leadership skills required to supervise, guide and motivate office staff and coordinate volunteers;
- Collaborating with professional consultants, legal counsel, and other service providers within the scope of the operational budget;
- 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; and
- Ensuring, as “Head,” that persons acting on behalf of the Association who may have access to confidential information or documents of the Association are aware of the requirement to adhere to Association Privacy Policy and act in accordance with applicable privacy laws, such as the FOIPP Act.
- The Executive Director may be responsible for carrying out the responsibilities of the “Registrar”, if designated by the Minister responsible under the *Building Act*.
- The Executive Director may be responsible for carrying out the responsibilities of the “Registrar”, if appointed by the Association’s Executive Committee under the *Building Officials' Association Act*.

Strategic Planning and Policy Development

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

- Researching and reporting on impacts of legislative;
- Applying good business practices in contract management;
- Strategic planning with consideration to Association’s business priorities in relation to legislation and bylaws;
- Researching and developing strategic, operational, and program policy based on evidence and best practice;
- Review all policies and procedures giving consideration to improved outcomes; and
- Other deliverables, as determined by the Executive Committee.

Financial Stewardship

In conjunction with the Treasurer, the Executive Director oversees and maintains control of an approved budget, in accordance with the Association’s Financial Control and Administrative Procedures. The Executive Director must

- Ensure the Association follows its Financial Plan and budgeting;
- Ensure that Association financial planning works to keep membership dues to a minimum in order to not overburden members.
- Prepare and present to the Executive Committee, 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;
- Prepare annual Operating/Management Plans;
- Assist the Treasurer in the preparation of the Association’s budgetary planning for submission to the Executive Committee for approval;
- Arrange for and reviewing 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; and
- Prepare and present annually a five-year business plan.

Member Services

Working with the Office Administration staff and Executive Committee, the Executive Director ensures that member needs are being met and effectively serviced. Proactively looks for feedback to enhance service offerings, increasing membership enrollment by exploring new opportunities for membership offerings.

Education

Through the Office Administration staff, the Executive Director ensures that the appropriate examinations, seminars and training sessions are developed and delivered to membership in alignment with the education and training project plan, and according to the Administrative Agreement. The Executive Director oversees the education and training project plan's implementation and ensures that continuing professional development opportunities are available to members.

EXAMINATION

The Executive Director ensures that the appropriate examinations, testing certification programs are developed and delivered to membership in alignment with the Association's Certification Program, and according to the Qualification Examinations as described in the Administrative Agreement.

External Relations

The Executive Director 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. The Executive Director 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;
- Liaising 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 Executive Director develops human resource policies to be approved by the Executive Committee and implements policy by making human resource decisions as required and as necessary to support the objectives of the Association. The Executive Director will escalate to and inform the Executive Committee, according to the Association's policies, any decisions with respect to:

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

TRENDS IN THE MARKET

The Executive Director understands and is aware of trends in the market affecting the members and the profession of building officials. They will maintain awareness and insight into the regulatory environment regarding the building and trades and labor mobility agreements, e.g. Agreement on Internal Trade, and Canadian Free Trade Agreement.

REPORTING RELATIONSHIPS

Reports To: Executive Committee

Direct Reports: Office Administration staff and
Contracted consultants and professionals.

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 & other service providers

COMPENSATION

Compensation will be competitive and commensurate with experience and market. It will consist of an attractive salary as well as Public Service Pension Plan and other benefits as appropriate.

QUALIFICATIONS

- Degree in a relevant field including public administration, engineering, architecture, preferably at the Master's level, or
- Senior level position in Government in a related field with a minimum of eight years of related experience

EXPERIENCE

- Minimum of eight years of related working experience working with not for profit Boards is preferred.
- 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.
- Experience leading and coaching staff 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 Insight 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. This behaviour ranges from adapting widely used approaches to develop entirely new value-added solutions.

Promoting Empowerment involves knowledge and skills in using processes such as delegation, motivation 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.