



DEPUTY REGISTRAR

PERMANENT FULL-TIME POSITION (37.5 hrs per week)

LOCATION: Provincial Office - Station Tower (13401 – 108th Avenue, Surrey)

CLOSES: May 10, 2021 at 4:30 PM PST

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.



MNBC's *Employer of Choice Initiative* provides employees with a competitive total compensation package including:

- ✓ comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- ✓ 14 paid days per year for statutory and cultural days (Indigenous People Day & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Headquarters)
- ✓ educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- ✓ remote workplace supports.
- ✓ internal advancement & redeployment opportunities

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Citizenship and Registration team as a **Deputy Registrar**.

Reporting to the Registrar and Senior Director of Citizenship and Community Services, the primary objective of the role is the overall leadership, development, management, and effective administration of the Registry. The role will support the MNBC's mandate and vision for the Registry, initiatives, and services across the province. This position will supervise Registry staff to ensure the goals and objectives of MNBC are met.

KEY DUTIES AND RESPONSIBILITIES

Program Delivery:

- Manage the day-to-day operations of the Registry.
- Develop and implement guidelines within the programs, ensuring alignment with the Ministry of Citizenship and Community Services strategic goals and objectives.
- Develop and report on key outcomes and targets and provide up to date and accurate statistics. This includes maintaining an efficient, effective, and integrated approach to service delivery data collection, evidence-based best practices, and monitoring.
- Actively work to support services and integrate online tools to increase access for Métis people living in remote and rural areas of BC.
- Develop annual program goals in consultation with the Registrar/Senior Director and set and maintain quality levels through audits and evaluations, ensuring all program goals and objectives are met and reported effectively and in a timely manner.
- Monitor program risk controls, accountability systems, and utilization to the customer service standard levels.
- Prepare content for the Registry pages on the MNBC website and ensure content is relevant and up to date.
- Support the Registrar with special projects such as cabinet, election, and community requests.

Innovation and Digitization

- Identifies opportunities for innovation as a means of providing citizens and self-identified Métis with improved services and interactions with MNBC.
- Implements digitization strategies to reduce costs, improve efficiencies, and increase access to programs and services.

Administration and Finance:

- Manage the financial integrity and accountability of programs, monitor expenditures within existing budgets and guidelines, report out, and make budget recommendations.
- Manage the hiring and training of support staff within the Citizenship and Community Services department.
- Provide supervision to department employees as well as contracted parties who perform services for MNBC.
- Conduct annual performance reviews for staff.
- Manage workflow and case management for Registry and Harvesting applications.
- Regularly keep the Registrar/Senior Director apprised of all pertinent issues and information for effective decision-making and provide input for the preparation of annual short and long-range program plans and briefing materials.
- Actively participate as a critical member of the Citizenship and Community Services team to create solutions that advance the successful, efficient, and effective delivery of Registry and Harvesting programs and services.

THE IDEAL CANDIDATE

- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Bachelor's Degree in Business Administration, Community Development, or a related field
- Master's Degree in a related field, preferred.
- Minimum of five (5) years of experience in a senior management role, including developing and managing projects and leading and supervising a team.
- Experience working with a Métis or Aboriginal organization or program that includes interacting with Métis and Aboriginal people, their communities, and government agencies and ministries.
- Combination of relevant experience, education, and training will be considered.
- Knowledge and experience of the contracting process, including the writing of complex funding proposals.
- Demonstrated ability to lead and develop high-functioning, resilient, and adaptable teams.
- Governmental and project management experience, an asset
- Demonstrated ability to effectively communicate both verbally and in writing
- Ability to lead and provide creative solutions to a variety of complex problems.
- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours.
- Ability to provide a satisfactory Criminal Record Check
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

PLEASE NOTE THAT CANDIDATES MUST APPLY BY Monday, May 10, 2021 at 4:30 PM PST.

Using Deputy Registrar in the subject line of your email, please send your resume and cover letter to:

Maryann Morrison

Registrar and Senior Director of Citizenship and Community Services

Métis Nation British Columbia

Email: registryhr@mNBC.ca