

TITLE:	DIRECTOR, FINANCIAL AND EMPLOYEE SERVICES	CLASSIFICATION:	BAND 5
MINISTRY:	ISLANDS TRUST, MINISTRY OF HOUSING & MUNICIPAL AFFAIRS	WORK UNIT:	FINANCIAL AND EMPLOYEE SERVICES
SUPERVISOR TITLE:	CHIEF ADMINISTRATIVE OFFICER (ADM)	SUPERVISOR POSITION #:	36524

PROGRAM

Located in Coast Salish territory, the [Islands Trust](#) is a special purpose government responsible for protecting the unique amenities and environment of more than 450 islands and surrounding waters in the southern Strait of Georgia and Howe Sound. Created by the Province via the *Islands Trust Act*, Islands Trust plans and regulates local land use, coordinates with other level of government and First Nations on key issues impacting the area, and protects land through the Islands Trust Conservancy.

JOB OVERVIEW

To manage a service-based operation, including the control of financial and human resources

KEY ACCOUNTABILITIES

- Annual budget and five-year plan preparation and presentation to Financial Planning Committee and Trust Council, the Chief Administrative Officer (Assistant Deputy Minister equivalent) and to the Minister.
- Oversees the implementation of the organization's corporate strategies as a key member of Islands Trust's senior leadership team.
- Oversees the management of financial and human resources for the operation.
- Management of investments.
- Determines the goals, objectives, and performance measures of the operation to achieve the defined outcomes.
- Designs specific strategies and actions to meet emerging client needs; ensures appropriate delivery occurs and determines next steps for sustainability.
- Supervises staff including assignment of work, development and evaluation of performance plans (PMDP's), approval of leave, response to grievances and initiation of discipline processes.
- Determines and identifies staffing resources, succession planning, and training needs for the organization.
- Oversees projects and assists subordinate employees to ensure completion.
- Supports the Employee Services Coordinator with administrative tasks related to Human Resources matters.
- Establishes service standards to ensure clients receive service to contracted or agreed to standards.

- Advocates for client needs and services by building strong relationships and providing input on strategic plans.
- Ensures all procedures and guidelines as well as best practices are in use for the operation at all times.
- Participates in building and/or leading the implementation of new and strategic business processes.
- Networks with colleagues in all locations to gain information on trends and opportunities.
- Exercising signing and expenditure authority.
- Leads special projects or assignments e.g.: OSH Committee.

Knowledge/Skills/Abilities

- Knowledge of budget development, resource allocation, expenditure management, staffing and labour relations and systems planning experience;
- Knowledge of information systems principles and awareness of emerging issues;
- Knowledge of best practices for purchasing and competitive process;
- Knowledge of relevant sections of the applicable legislation including the *Islands Trust Act and Regulation*, the *Local Government Act*, the *Community Charter* and the *Public Service Act*;
- Proficiency in hands-on accounting and financial management;
- Formal and equitable approach to human resource and labour relations issues;
- Strong oral and written communications including excellent presentation skills;
- Problem solving, analytical thinking, and quality control skills;
- Ability to efficiently organize work in a complex work environment and to work independently in a proactive manner;
- Ability to identify strategies for administrative process improvement;
- Ability to work with elected officials

SELECTION CRITERIA

Qualifications:

- Recognised Canadian Chartered Professional Accounting (CPA) designation;
- A degree in public or business administration, or an equivalent level of experience and training;
- Minimum ten (10) years of progressive experience in general management and supervision of financial and administrative staff;
- Demonstrated leadership, supervisory and management abilities.

Preference may be given to candidates with any of the following:

- Experience in financial management in a BC local government context;
- Experience leading human resources in a public sector environment.

Provisos/Willingness Statements:

- Some overnight travel is a requirement of this position and transportation arrangements must meet the operational requirements of the Islands Trust.
- Must be willing to work overtime, including some evenings and weekends.

BEHAVIOURAL COMPETENCIES

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.

Date: January 20, 2026

Long Term Focus Combines reasoned and realistic judgment and commitment to key outcomes. It demands a blending of visionary thought and drive with pragmatism and perseverance, and has been described as "steering a steady course through uncharted or difficult waters". Individuals with this competency have the ability to maintain the commitment of others, and rely upon self-confidence and insight to meet individual, situational or organizational challenges.

Managing Organizational Resources Is the ability to understand and effectively manage organizational resources (e.g., people, materials, assets, budgets). This is demonstrated through measurement, planning and control of resources to maximize results. It requires an evaluation of qualitative (e.g., client satisfaction) and quantitative (e.g., service costs) needs.

Strategic Orientation Is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.

Holding People Accountable involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies etc. accountable for results and actions.

Concern for Image Impact Is an awareness of how one's self, one's role and the organization are seen by others. The highest level of this competency involves an awareness of, and preference for, respect for the organization by the community. Concern for Image Impact is particularly appropriate for senior management positions.

Partners with Stakeholders Is the desire to work co-operatively with all stakeholders to meet mutual goals. It involves an awareness that a relationship based on trust is the foundation for success in delivering results.

Relationship Building Is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.

Developing Others Involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring. Its focus is on developmental intent and the effect rather than on a formal role of training. For this competency to be considered, the individual's actions should be driven by a genuine desire to develop others, rather than by a need to transfer adequate skills to complete tasks.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCY:

Cultural Agility is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.