

Employment Opportunity Office Manager

Employer: The British Columbia College of Social Workers (BCCSW)
Position Title: Office Manager
Reports To: Registrar – Chief Executive Officer (CEO)
Position: Full-Time (Hybrid)
Closing Date: Open Until Filled

Qualified applicants from equity seeking groups are strongly encouraged to apply.

As the regulatory body for Social Workers in British Columbia, BCCSW acts within its statutory authority to develop and administer policies, procedures and practices that reflect the mandate of the College, which is to serve and protect the public by superintending the practice of social work in British Columbia. Founded in 2008, BCCSW is governed by a 12-member Board comprised of four public members and eight elected members from over 5,500 province wide registered social workers.

General Overview:

Reporting to and working closely with the Registrar-CEO and Deputy Registrar, the Office Manager is responsible for the effective and efficient coordination of office administrative activities in accordance with the *Social Workers Act*, Social Workers Regulation, BCCSW bylaws and other applicable legislation. This position is primarily focused on carrying out and improving the functions and duties related to Human Resources, Operational Infrastructure Management, Financial Bookkeeping, Workplace Health and Safety.

Primary Job Duties and Activities:

- Human Resources
 - Coordination of employee administrative management from hiring through separation
 - Employee file management
 - Vacation and absence tracking
 - Performance appraisal program tracking and improvement
 - Identification and implementation of systems and processes to enhance employee retention.
- Operational Infrastructure Management
 - Equipment management and maintenance

- Administrative management of vendor contracts and equipment leases. Financial Bookkeeping
 - Administrative management of systemic income and expenses
 - Identification and implementation of financial system process improvement.
- Workplace Health and Safety
 - Office space health, safety and hazard management
 - Management of WorkSafeBC health and safety programs.
- Provides organizational support to BCCSW, including organizing staff events
- Assists the Registrar-CEO and Deputy Registrar with other related tasks
- Performs other related duties as assigned.

BCCSW Indigenous Relations Behavioural Competencies:

BCCSW staff are supported to learn and demonstrate the following Indigenous Relations Behavioural Competencies commensurate with their experience and role at the College.

- Understanding one's thoughts, feelings, values and background through *self-discovery and awareness* including how one's thoughts, feelings, values and background impact the success of their interactions and relationships with Indigenous peoples.
- Increasing one's ability to build and maintain respectful and effective relationships with Indigenous peoples through *sustained learning and development* including direct exposure to cultural and community ways and being willing to learn how diverse ways of thinking and acting can ensure the success of the College.
- The ability to work respectfully, knowledgeably, and effectively with Indigenous peoples through *cultural agility* including creating a sense of safety and by transforming feelings of nervousness or anxiety into curiosity and appreciation.
- Championing the achievement of intended, real change that meets the enduring vision of Indigenous self-determination in British Columbia through *change leadership* including learning from elders and leaders, routinely energizing the change process, and removing barriers to change.

Education and Work Experience:

- Minimum of 2 years of experience (preferred) providing management administrative support relevant to duties of this position
- Bachelor's degree (preferred)
- Proficient with Microsoft Office products and database management systems
- Experience in independently human resource processes (preferred)



- Experience interpreting laws, bylaws, and policies (preferred)
- Experience in clearly communicating with various stakeholders
- Experience in communications regarding legislation, regulations, bylaws and policies (preferred)
- Understanding of professional regulatory functions.

Personal Characteristics:

- Detail oriented with strong organizational skills
- Solid oral and written communication skills
- Client-focused personality with the ability to solve problems for clients within legal boundaries
- Ability to manage multiple tasks in a timely manner
- Team player who can also work independently and take initiatives.

Working Relationships and Contacts:

- External stakeholders
 - Government
 - Vendors
 - Contractors
 - Collaborators
- BCCSW Staff
- BCCSW Board of Directors & Committee members.

What We Offer:

The salary range for this position is \$70,000 - \$75,000. We are also pleased to offer vacation, extended health and dental benefits, a RRSP matching program and support for ongoing professional development.

How to apply:

To express interest in this position, send email with resume to office.coordinator@bccsw.ca

While the BCCSW sincerely appreciates all applications, only those candidates selected for an interview will be contacted.

BCCSW is an equal opportunity/affirmative action employer committed to an inclusive and diverse workplace. All qualified applicants will receive consideration for employment regardless of race, colour, citizenship status, national origin, ancestry, sex gender (including gender expression and gender identity), sexual orientation, age, weight, religion, creed, disability status, or any other basis prohibited by law.