

Manager, Engagement (Competition #74883) – February 2021

Frequently Asked Questions (FAQ)

1. What are some of the benefits offered to employees?

B.C.'s Office of the Human Rights Commissioner (BCOHRC) offers a wide range of benefits for staff, such as:

- [Flexible benefits, including extended health and dental](#)
- [Employee & Family Assistance Services \(EFAS\)](#)
- [Public Service Pension Plan](#)
- [Vacation](#)
- [A variety of special leaves for when you need them, including for life events, sick leave and long-term disability](#)

2. What are the hours of work?

Regular hours of work are 35 hours weekly, Monday to Friday. More information on hours of work can be found in the [Terms and Conditions for Excluded Employees \(section 12\)](#).

For management-classified positions, such as the one currently advertised, employees may need to work extended hours necessary to fulfill their job responsibilities; however, greater flexibility will be afforded with respect to time off during work hours. Please note that for this position occasional evening or weekend work may be required for engagement events.

While this is a very exciting (and often busy) time, we recognize and are committed to supporting balance for our employees' work, family and community responsibilities.

3. As diverse and equity seeking groups may have had negative experiences relating to human rights, what resources are available to BCOHRC staff to take care of people's mental health?

Many resources exist in the Public Service, which all BCOHRC staff have access to and are available through [Employee & Family Assistance Services \(EFAS\)](#). In addition, we are currently exploring other avenues for additional support tailored to the needs of our staff group. We are committed to building a safe and trauma-informed workplace. For example, we will be providing internal education on trauma-informed approaches and bystander training.

BCOHRC engages in regular staff and team meetings that include wellness and psychosocial practices that lead towards a positive work/life balance. Supervisors are encouraged in having regular discussions with their staff to the extent that all are comfortable with. Cultural considerations about notions of wellness and disclosure are being explored as well.

4. What does it mean if a position is exempt from union membership?

As BCOHRC is an Independent Office of the Legislature, all employees of the BCOHRC are excluded from the union.

5. What does the competition process look like?

Initial screening will be based on the education and experience qualifications specified in the job profile. Preference statements may also be reviewed at this stage. Shortlisted candidates will be invited to the next stage of the process, which will include an assignment and interview. Candidates shortlisted at each stage will be invited to the next and candidates who are not shortlisted will be notified. Reference checks will be completed prior to an offer being made. From start to finish, our processes normally take an average of 12 weeks to complete, however we have seen significant interest in our job opportunities, so the length of the competition varies based on the number of applicants.

6. Is building a website and making a video an acceptable replacement for the traditional resume and cover letter?

We appreciate the creativity; however, please apply by following the instructions in the job posting. If different formats will be accepted (e.g., video, portfolio, websites) we will share this in the application instructions in the job posting.

If you experience barriers to applying, please advise us through the contact email listed in the posting. We will consider these requests on a case by case basis.

7. The posting mentioned that an eligibility list may be established. Can you say a bit more about this?

At the end of a competition, BCOHRC may establish an eligibility list. This list is a ranked order of candidates who have completed all stages of a hiring process but were not offered a position. The eligibility list is used to fill applicable vacancies that would otherwise require conducting another competition. You will be notified if you are placed on an eligibility list.

As an example, if an eligibility list is established for this position and an applicable Manager, Engagement vacancy becomes available while the eligibility list is valid, we will contact candidates on this list in ranked order to fill the vacancy.

8. Will you prioritize Canadian citizens rather than permanent residents?

Applicants must be eligible to work in Canada (i.e., Canadian citizen, permanent resident of Canada or authorized in writing to work in Canada such as via a work permit).

Employment is contingent upon continued eligibility to work in Canada. Preference will not be given to Canadian citizens over permanent residents.

9. I'm not a BC Public Service employee. I'm wondering if current BC Public Service Employees are preferred?

We welcome applications from candidates internal and external to the Public Service for these positions. Unless explicit in the preference statements section of the job profile, preference is not given to BC Public Service employees.

10. Should the equity statement be part of the cover letter or a separate document?

A separate document is not required, you can include this statement in your cover letter.

Recognizing the impacts of discrimination, we ask for a brief statement only, to the degree you feel comfortable sharing. One of our guiding principles is to operate in a trauma-informed manner and thus, it is your choice whether to volunteer information.

We will hold your application in strictest confidence, sharing it only with BCOHRC's hiring panel. If we wish to use any information from your application for any other purpose, we will seek your consent before doing so. Where preference statements are noted in a job profile, they may be used in the hiring process.

11. What are some of the changes related to the COVID-19 pandemic (work from office or home, travel) and how long will this position be remote? Is this position open to people living outside of Vancouver or Victoria?

All employees are currently working from home and work-related travel has been suspended until further notice.

While this position may be performed virtually at this time, the intention is that this position will ultimately be based out of Vancouver or Victoria, B.C. and extensive travel will be required particularly in the initiation phases of the team.

We will work with the staff we hire to determine the best and safest approach during and post-pandemic.

12. What is the anticipated start date for this position?

We anticipate a start date of mid-May, subject to completion of this hiring process and discussion with the successful candidate.

13. What does "or equivalent" mean to the hiring team? Would you consider candidates who don't have a university degree but have relevant experience, or international experience? How will you fill these positions with diverse individuals by valuing lived experience as well as academic credentials in the hiring process?

The successful candidate must meet the requirements listed in the job profile. We value lived experience as well as professional and academic experience, which is why all are referenced in the job profile and in our posting materials.

If a candidate does not directly meet the education requirement but has extensive relevant experience or an equivalent combination of education and relevant experience, we may consider this experience as meeting the job requirements.

14. Will there be some training provided by the current manager to assist with transitioning?

Yes, the intention is to have the current Manager, Engagement available to assist with the transition.

15. Who is the ideal candidate for Manager of Engagement in terms of what they bring to the role?

The successful candidate must meet the requirements listed in the job profile (including knowledge, skills, abilities, and competencies). Due to the start-up nature of the BCOHRC, we do need someone who has this required experience and ability to “hit the ground running”. As we grow, we will become a learning organization and have room and support for people to continuously grow their knowledge and skills.

16. I am interested in hearing more from you on how you measure results from your work. Sharon spoke about using stakeholder analysis tools, and a decolonizing model. I was curious about whether you use theories of change, results frameworks, and other methods which help to see the impact of the activities that are undertaken?

We have used our existing theory of change, our institutional and engagement strategies and models to develop a robust evaluation framework that while currently in development is informed by a provincial baseline project that will allow us to benchmark our work into the future.