



Education Advisor (Competition #77560) Frequently Asked Questions (FAQ) | June 2021

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](#)

If you are a successful candidate, we will confirm which benefits apply to the specific job opportunity before extending a job offer.

2. What are the hours of work?

Full-time, 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 and Appointees \(section 12\)](#).

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 as appropriate.

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 \(EFAS\)](#). We also offer specialized counselling and 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 plan to provide internal education on trauma-informed approaches and bystander training.

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 BCOHRC are excluded from the union. For more information the terms and conditions of employment, please refer to the [Terms and Conditions for Excluded Employees and Appointees](#).

5. What does the competition process look like? How long does it take?

Initial screening will be based on the education and experience qualifications specified in the job profile. Shortlisted candidates will be invited to the next stage of the process, which will include a written assignment and then an oral interview with a hiring panel. Candidates who are not shortlisted will be notified. Reference checks and a conflict of interest discussion will be completed prior to an offer being made.

Prior to confirming the offer, a criminal record check must be completed. Existence of a criminal record may not result in immediate disqualification.

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 and the length of each competition can vary.

6. When do you require reference check information?

We will ask for references at the interview stage. We will contact you before proceeding with reference checks.

7. 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 accommodating these requests on a case by case basis.

8. The job posting says an eligibility list may be established. Can you say a bit more about this?

At the end of a competition, we may establish an eligibility list. This list is a ranked order of candidates who have successfully completed the stages of a hiring process and it 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 Education Advisor or substantially similar vacancy becomes available while the eligibility list is valid, we will contact candidates on this list in ranked order to fill the vacancy.

9. Is this position open to people living outside of B.C.?

While this position may be performed virtually at this time, the intention is that this position will ultimately be based out of Vancouver, Kelowna or Prince George B.C. as advertised and successful candidates living out-of-province will be required to move to B.C. either before or shortly after starting the position.

10. 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.

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

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

Recognizing the impacts of discrimination, you may provide 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.

12. If I do not meet all the job requirements, can I still apply?

Initial screening will be based on the education and experience qualifications specified in the job profile, and candidates must demonstrate that they meet these requirements to be considered further. Preference statements may be reviewed in initial screening of candidates.

13. Can you share more information about what will be required in the written assignment/interview?

The written assignment and oral interview will be conducted virtually, and will assess the knowledge, skills, abilities and competencies outlined in the job profile for this position. Candidates who are shortlisted for the written assignment and/or interview will be sent more detailed information at that time.

If you are invited to complete the written assignment and/or oral interview and you have concerns that you are unable to complete it in the manner and timeframe requested, please let us know as soon as possible. Contacting us will not impact the evaluation of your application.