

Vice-Chair

Operational Service and Operational Enterprise Agencies Core Competencies

A Vice-Chair typically has all of the competencies of a Member plus three additional competencies: Leadership and enhanced elements of Agency Governance and Professional Awareness as follows.

COMPETENCY – LEADERSHIP

Definition:

Leadership is the ability and commitment to lead and govern the agency by steering the right course of action to implement the strategic plan and meet agency objectives. It includes knowledge of and leadership in the implementation of policies, processes and practices that align operations with the strategic plan. It also involves the mentoring, coaching and development of others.

Elements:

How the skill / attribute is demonstrated for effective performance in the position.

- > Acts on behalf of and in conjunction with the Chair to provide leadership to the agency.
- > Contributes to and elaborates on the Chair's vision and strategies.
- > Leads / monitors special projects and initiatives as assigned by the Chair, such as the development / implementation of new practices, initiatives or services.
- > Acts as an agency representative with stakeholder groups on special initiatives and projects.
- > Effectively demonstrates the need for policy changes and identifies new policy requirements.
- > Leads internal and external committees and special projects to ensure the strategic vision is followed.
- > Implements policies, processes and practices that align operations with the strategic plan.
- > Develops and communicates policy to members, stakeholders and the public.
- > Assists with the planning and achievement of the financial goals of the agency.
- > Identifies emerging issues and professional and market trends and proposes strategies to solve problems or seize opportunities.
- > Establishes agency practices that ensure open collaboration and teamwork among members and proper engagement of agency management.
- > Provides advice to and mentors and coaches other members.
- > Incorporates principles of equity and equal access and respect for diversity in determining processes and setting organizational directions.

Agency Logo
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COMPETENCY – AGENCY GOVERNANCE

Definition:

Agency governance involves participation in the effective governance of the agency and acting to achieve public service values such as transparency, efficiency and effectiveness. It also includes assisting with the achievement of agency governance standards, government requirements or directives.

Elements:

How the skill / attribute is demonstrated for effective performance in the position.

- > Assists the Chair by providing oversight in matters of agency governance and accountability.
- > Assists in the development and achievement of the agency business, financial and performance plans.
- > Inspires confidence and commitment to the attainment of objectives and keeps the Chair informed of emerging matters.
- > Understands and participates in the governance context in which the agency functions.
- > Possesses a working knowledge of the corporate policy, business planning, financial and governance framework and supporting procedures pertaining to the agency.
- > Develops, implements and monitors new processes and practices (agency's procedures, protocols and rules) to govern the agency within best practices.
- > Participates in the planning, monitoring and reporting of strategic initiatives.
- > Proposes innovative approaches to improve the agency's effectiveness and operations.
- > Monitors agency performance measures and provides sound advice to the Chair regarding change required to policies, practices and processes.
- > Has knowledge of and is committed to sound governance and financial controllership practices.

COMPETENCY – PROFESSIONAL AWARENESS

Definition:

Professional awareness is the depth and breadth of the knowledge, skill and experience particular to the position. It involves knowledge of the practices, processes, law, professional skills, market trends, stakeholders and the culture specific to the agency environment.

Elements:

How the skill / attribute is demonstrated for effective performance in the position.

- > Understands relevant laws and regulations, associated theories, practices and procedures that apply to or impact the agency.
- > Has a thorough knowledge of the business environment, social, cultural and political issues impacting the agency.
- > Maintains a current knowledge of the associated stakeholder communities, their issues and interests as well as the regulatory and legal framework governing their activities.
- > Monitors trends, directions and changes in the agency's field of expertise and can assess implications and develop effective strategies to effect desired change.
- > Understands financial and operational practices involved in working to a specified budget, revenue generation or revenue sourcing.
- > Can analyze the financial and operational impact of new policies, practices and processes.
- > Can articulate options on modifying business processes to enhance service delivery.
- > Has extensive knowledge and experience with the full range of products and services, and can elaborate on various delivery methodologies.
- > Can successfully compare and contrast key issues, considerations and opportunities.
- > Leads and participates in professional learning and development opportunities.