



Job Posting:

Registry and Compliance Officer Band 1 Salary up to \$75,400.00 Victoria B.C.

As the Registry and Compliance Officer, you will provide a first point of contact for lobbyists, the general public and stakeholders with complex questions regarding the *Lobbyists Registration Act* (LRA). You will provide information and guidance to lobbyists in complying with the LRA, review registrations submitted to the Lobbyists Registry, and identify and examines issues of potential non-compliance.

The Registry and Compliance Officer has delegated authority to make decisions regarding verification of information provided in a request for registration, acceptance or refusal to accept a registration that does not comply with the requirements of the LRA, removal of a registrant, identifying and examining issues of potential non-compliance, and issuing written findings.

Qualifications:

This opportunity may be of interest to those individuals who possess:

- University degree in a related field (e.g. Public Administration, Political Science, Law, etc.)
- Minimum of 1 year of experience providing intake services or addressing complaints or inquiries from members of the public, including assessing needs, identifying appropriate actions, and/or preparing written recommendations.
- Preference may be given to candidates with recent experience regularly interpreting and applying a regulatory statute and related regulations.
- Preference may be given to candidates with experience applying the principles of administrative fairness and natural justice.
- An equivalent combination of education and related experience may be considered.

Complete qualifications, including competencies, are outlined in the job profile available on the careers section of our website: <https://www.lobbyistsregistrar.bc.ca/about-the-ori/careers/>

An eligibility list for full-time temporary or permanent future opportunities may be established. This position is excluded from union membership.

How to Apply:

To apply for this position you must submit a complete application package, which includes:

- 1) A cover letter
- 2) Your resume
- 3) Completed qualifications grid

Your application package must clearly demonstrate how you meet the qualifications for the position and must be received by email no later than **12:00 PST (noon), Friday, February 8, 2019**. Incomplete packages or submissions that are not received by the closing date and time will not be considered or acknowledged.

Your application package must be submitted to: Competition57675@bcorl.ca

Candidates may be asked to complete a written assignment as part of the selection process.

If you have questions related to the competition process, please contact Julia Vossen, HR Advisor, at (250) 953-4157 or at jvossen@bcombudsperson.ca.

Competition Number: 57675

Closing date: 12:00 PST (noon), Friday, February 8, 2019