

The **Royal BC Museum** sits on the Traditional Territory of the Lekwungen (Songhees) and Xwsepsum (Esquimalt) Peoples. The museum and archives explore the province's human history and natural history, advances new knowledge and understanding of BC, and provides a dynamic forum for discussion and a place for reflection. The Royal BC Museum celebrates culture and history, telling the stories of BC in ways that enlighten, stimulate and inspire. The museum is a hub of community connections in BC.

We are committed to creating a diverse workplace where everyone is celebrated.

As an inclusive and accessible employer please advise Human Resources if any accommodations are required to assist you to ensure equitable participation in this hiring process.



Temporary 7 Month Term CAREER OPPORTUNITY

Program Assistant - Indigenous Collections & Repatriation – Clerk Stenographer R9

Salary: \$ 43,758-\$ 49,357

Royal British Columbia Museum

The Royal British Columbia Museum and Archives is one of Canada's great cultural treasures. Our collections, research and public programs enable us to tell the stories of BC in ways that enlighten, stimulate and inspire.

The Indigenous Collections and Repatriation (ICAR) Department provides access to and stewardship of Indigenous collections, supports community capacity building where requested, facilitates the repatriation of ancestral remains and the transfer of cultural property at the request of communities.

The Program Assistant provided a variety of office administrative, secretarial and financial support services for the department and coordinate the day to day priorities of the manager, including providing liaison with executive offices. This is a temporary 7 month term with the potential to become permanent.

If you are a team player, excited about moving into a new purpose-built collection space and are passionate about caring for and making accessible British Columbia's collections then we want to meet you.

The ideal candidate has secondary school graduation or equivalent and experience working in an office setting. This is supplemented with experience working with BC Indigenous communities and lived experience, knowledge and familiarity with the diversity of Indigenous experiences in BC.

On November 1, 2021 the BC Public Service announced the COVID-19 Vaccination Policy that defines the conditions and expectations for BC Public Service employees regarding vaccination against COVID-19. Among other possible measures, proof of vaccination will be required by November 22, 2021. It is a term of acceptance of employment that you agree to comply with all vaccination requirements that apply to the public service. More information can be found [here](#).

This position requires Criminal Records Checks under the BC Public Service Screening Policy and the Criminal Records Review Act and all applicants must be legally entitled to work in Canada (have Canadian citizenship or permanent resident status).

Please refer to the full job description and selection criteria to ensure your application addresses the areas we will be looking at when assessing suitability for this opportunity.

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Preference may be given to those applicants who self-identity as Indigenous

<https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/indigenous-applicant-advisory-service>

Please submit your application in pdf format by 11:59 pm (PST) January 31, 2022 quoting competition RB2021:43 via email to: humanresources@royalbcmuseum.bc.ca

POSITION DESCRIPTION

Royal BC Museum

POSITION TITLE:	PROGRAM ASSISTANT CLERK STENOGRAPHER 9	POSITION NUMBER(S):	00130770
DIVISION:	Collections and Research Division		
DEPARTMENT:	INDIGENOUS COLLECTIONS AND REPATRIATION	UNIT	
SUPERVISOR'S TITLE:	Head of Indigenous Collections and Repatriation	POSITION NUMBER	114330
SUPERVISOR'S CLASSIFICATION:	Band 4	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
APPROVED BY:		PHONE NUMBER:	

ORGANIZATION OVERVIEW

The Royal BC Museum is one of Canada's great cultural treasures. Our collections, research and presentations enable us to tell the stories of BC in ways that enlighten, stimulate and inspire. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of BC, and provides for a dynamic forum for discussion and a place for reflection.

We have over 7 million objects and specimens and millions of significant government documents and records; substantial photographic, audio and video collections; artworks; and an extensive library of publications. Through research and learning, we strive to broaden understanding about our province and inspire curiosity and wonder. We are passionate about sharing British Columbia's story with the millions of visitors who walk through our doors and explore our website each year.

DEPARTMENT OVERVIEW

The Indigenous Collections and Repatriation (ICAR) department is comprised of six collection areas and a team of seven full time staff:

1. **Cultural Objects** (15,000+ objects and future collecting) and
2. **Photo Collection** (65,000+ future collecting)
3. **AV Collection Audio** (3,700+ future collecting) **Film** (17+ future collecting) **Video** (34+ future collecting)
4. **BC Archaeology** (200,000+ objects & records, ongoing active collecting)
5. **Historic Documents** related to each object in collection (est. 350,000+ ongoing active collecting)
6. **Publications & Resource Library** (2,500+ research publications/ongoing active research & collecting)

ICAR Team (at October 1, 2021):

1. Head of ICAR
2. Curator, Cultural Objects
3. Curator, BC Archaeology
4. Collection Manager, Audio, Film & Video
5. Collection Manager, Indigenous Collections
6. Digitization Technician
7. Collection Assistant

ICAR works closely with First Nations communities and Indigenous organizations by establishing and maintaining authentic, respectful and meaningful relationships, providing access to and stewardship of Indigenous collections, supporting community capacity building where requested, facilitating the repatriation of ancestral remains and the transfer of cultural property at the request of communities.

ICAR also works closely with other RBCM departments to explore opportunities for research, learning, exhibitions, and special projects that support the museum's mandate and goals.

PURPOSE OF POSITION

To provide a variety of office administrative, secretarial and financial support services for the department and coordinate the day to day priorities of the manager, including providing liaison with executive offices.

INSTITUTIONAL RESPONSIBILITIES

- Support the Museum's mission, vision, values and core commitment to being user-centred, supporting indigenous voices, and embedding institutional relevancy for the future.
- Contribute to and support the Museum's strategic plan, annual priorities and institutional initiatives such as diversity advancement.
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity and community engagement.
- Promote the museum's positive response to UNDRIP, TRC, DRIPA and the Task Force Report.
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SPECIFIC ACCOUNTABILITIES / DELIVERABLES

- Types, formats and proofreads a variety of documents and materials such as memos, presentation materials, graphs, flow charts, tables, reports, briefing notes, correspondence, spreadsheets, and Cabinet Submissions from drafts or hand-written notes using desktop tools such as Word, Excel, PowerPoint and Outlook.
- Receives, sorts, prioritizes, logs, tracks and distributes incoming correspondence and briefing notes; maintains a bring-forward system and ensures issues are tracked and addressed.
- Sets up and maintains the ARCS/ORCS records management system for the department ensuring the proper storage, retrieval and disposal of the department's records.
- Ensures urgent matters are brought to the manager's attention, and uses discretion to re-direct and assign issues to other staff in the absence of the manager.
- Responds to routine verbal and written inquiries from the public, government staff and other agencies.
- Maintains the manager's calendar and makes travel arrangements, updates, arranges meetings and appointments and compiles files, correspondence, and resource material in preparation for meetings and appointments.
- Schedules meetings, makes necessary arrangements (e.g., meeting dates and locations, required equipment, and catering), prepares agendas with pertinent background information, tracks action items, and takes and distributes minutes.
- Updates and maintains administrative policy and procedures manuals.
- Arranges conferences/conventions, including booking meeting locations, arranging logistics and attending meetings.
- Assists with human resource administrative functions.

FINANCIAL RESPONSIBILITY

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DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff		
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

TOOLS / EQUIPMENT

PC, laptop, keyboard, photocopier/scanner

VALUES – Every employee is expected to demonstrate the following values during the course of their work

Accountability, Community, Creativity, Diversity, Partnership, Service

WORKING CONDITIONS

The Royal BC Museum is open every day of the year, except Christmas Day and New Year's Day. As a result, work schedules vary for every department. The majority of full-time union employees are on a 'flexible schedule' where employees schedule their work based on operational requirements for a total of 70 hours each bi-weekly period and at no more than 10 hours per day.

INCUMBENT

NAME:	DATE:	I have read and understand this job description
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EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: January 14, 2022.
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME: Lou-Ann Neel	SIGNATURE:	DATE: January 14, 2022
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SELECTION CRITERIA

Experience, Education and Training Requirements (Screening Criteria)

- Secondary school graduation or equivalent.
- Experience working in an office setting.

Essential Knowledge (Assessment Criteria)

- Daily office operations processes and procedures.

Behavioural Competencies (Assessment Criteria)

- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Self-Discovery and Awareness** means understanding one's thoughts, feelings, values, and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.
- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview, and the culture of the BC Public Service, and to notice their commonalities, and distinctions with Indigenous cultures, and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the Royal BC Museum (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).