

From: Bond, Allison MSD:EX
To: MSD ELMSD All Staff;
Subject: ELMSD Restricted Permanent Posting: Executive Director - Engagement, Planning and GNPI
Date: Thursday, March 10, 2011 4:46:40 PM
Attachments: ED EP Branch 2011.doc

Executive Director – Engagement, Planning and GNPI

Strategic Leadership

Victoria, BC

Restricted Competition – ELMSD Permanent Employees Only

An exciting leadership opportunity, this posting represents the first restricted competition for a permanent position in the new Employment and Labour Market Services Division organizational structure.

The Executive Director sets the strategic framework and approach to the development and implementation of several key integration projects, including the Government Non-Profit Initiative (GNPI) and the Homelessness Intervention Project (HIP). The Executive Director is also accountable for developing and implementing the strategic direction of Divisional corporate operations, including finance and business planning, project management, communications and engagement and organizational development.

The Executive Director provides strategic advice to senior government officials and sets priorities related to integration and partnership opportunities at the division, ministry and cross-sectoral level. This position oversees policy and program development and project management for complex cross-government and cross-sector integration initiatives, and also provides direction for the development of several corporate and strategic planning documents.

For complete details on this opportunity, please review the attached position description.

All interested staff should email their c.v. attention to Marg Budgeon marg.budgeon@gov.bc.ca by 4pm on Friday, March 18, 2011.

POSITION DESCRIPTION

Ministry of Social Development

POSITION TITLE:	Executive Director – Engagement, Planning and GNPI	POSITION NUMBER(S):	00097166
DIVISION: (e.g., Division, Region, Department)	Employment and Labour Market Services Division (ELMSD)	LOCATION:	Victoria
UNIT: (e.g., Branch, Area, District)	Engagement and Planning Branch	POSITION NUMBER:	
SUPERVISOR'S TITLE:	ADM, ELMSD	PHONE NUMBER:	
SUPERVISOR'S CLASSIFICATION:	SLR	NOC CODE:	
FOR AGENCY USE ONLY		CLASS CODE:	
APPROVED CLASSIFICATION:		PHONE NUMBER:	
ENTERED BY:			

PROGRAM

The Ministry of Social Development provides a continuum of employment programs and services designed to assist clients to find and sustain employment. The Employment and Labour Market Services Division (ELMSD) is responsible for the development, management, and evaluation of a diverse array of federally and provincially funded services through the Employment Program for British Columbia. The Division is also supports key integration initiatives focused on building, maintaining, championing and implementing connections across sectors and program areas.

PURPOSE OF POSITION

The Executive Director of Engagement, Planning and GNPI is responsible providing direction, setting priorities, and ensuring the successful implementation of all deliverables within the Engagement and Planning Branch, including:

- *Executive leadership for the Government Non Profit Initiative;*
- *Leadership and oversight over accountabilities under the federal-provincial Labour Market Development Agreement;*
- *Executive lead consultation with stakeholders around the Province;*
- *Executive lead for social sector integration initiatives focused on building, maintaining and implementing connections across sectors and program areas;*
- *Provision of quality corporate supports and resources to the Division executive, including management services and leadership of high-profile and multi-partner projects; and*
- *Advice to and oversight of cross ministry and cross sector committees and councils.*

The Executive Director is accountable for developing and implementing the strategic direction of Divisional corporate operations, including finance and business planning, project management, communications and engagement and organizational development. The Executive Director also sets the strategic framework and approach to the development and implementation of several key integration projects, including the Government Non-Profit Initiative (GNPI) and the Homelessness Intervention Project (HIP).

The Executive Director sets priorities for the delivery of corporate services and ensures that these are delivered in accordance with Ministry and Government goals and objectives. This position is responsible for ensuring that Ministry and Government standards are met in the development of all corporate processes, services and products and that all services

support the quality implementation of integration initiatives and federally and provincially funded employment services.

This position provides strategic advice to senior government officials and sets priorities related to integration and partnership opportunities at the division, ministry and cross-sectoral level. The Executive Director also serves as the senior liaison and representative to a number of inter-governmental and inter-jurisdictional committees.

The Executive Director oversees policy and program development and project management for complex cross-government and cross-sector integration initiatives. This position also provides direction for the development of several corporate and strategic planning documents.

NATURE OF WORK AND POSITION LINKS

The Employment and Labour Market Services Division consists of three branches:

Program Management: responsible for the overall program and service quality through planning, policy, governance, and quality assurance. The Branch supports ongoing program improvement through analysis, performance measurement, and evaluation

Operations: ensures quality contract management, planning and budget/financial activities at the regional and local level, along with activities that support the development of strong and productive relationships with service providers and community partners.

Engagement and Planning: responsible for the development and implementation of quality corporate services, including financial and business planning, engagement and communications, project management and organizational development. The Branch also oversees the development and implementation key integration initiatives, programs and policy.

The Division manages the development and implementation of a wide array of federally and provincially funded employment and labour market services under the Employment Program of British Columbia. These services are aimed at assisting all British Columbians to find and sustain employment and meet the evolving needs of the labour market.

Position Links:

- **Deputy Minister's Office and Ministry Executive** – provides expert advice and recommendations regarding internal and external relationship management and partnership development, integration program development, issues management, communications initiatives, and online information integration.
- **Executive External Stakeholders and other Province's Executives, and BC Government Executives** – provides executive leadership on GNPI, including contact at executive level with non-government organizations, other governments and deputy-level executive in the provincial government.
- **Federal Government Executive** – Executive level oversight of the federal-provincial LMDA accountabilities.
- **ADMs, Executive Directors, Other Senior Managers and Staff** – provides advice and direction related to the development and implementation of corporate services standards, guidelines and deliverables.
- **Intra/Intra Ministry and External Advisory Committees** – serves as senior member of numerous committees to provide advice related to service and policy issues and makes recommendations for approval by senior officials.
- **Public Affairs Bureau (PAB)** – Executive liaison on strategic management of key issues and development of public communications and information briefings for ministry executive and government officials.
- **MLAs, Local Politicians and Political Staff** – provides advice and recommendation related to develops briefing materials on ELMSD services and responds to related enquiries..
- **Ministry Divisions** – executive liaison to promote collaboration and information-sharing, and provides advice on emerging issues and identifies opportunities for integration and partnership.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Sets priorities and overall direction for the development and implementation of integration projects and initiatives, such as the Government Non-Profit Initiative and Homelessness Intervention Project and identifies further opportunities for partnership and collaboration cross government and cross sector.
2. Provides strategic advice to ADM and senior government officials regarding future direction, development and implementation of integration projects. Leads and/or contributes to the development of new or related policy and legislation related to integration programs and initiatives.
3. Sets priorities and overall direction for the development and implementation of corporate processes, products and services related to: finance and business planning, organizational development, stakeholder and staff engagement, issues management, project management, web technology and products and logistical and secretariat support, among others.
4. Directs the development of and contribution to numerous division, ministry and cross-jurisdictional operational and strategic planning documents, including but not limited to, ELMSD Division Business Plan, ELMSD Succession and Training Plan, Ministry Service Plan, Estimates Notes, and Labour Market Development Agreement/Labour Market Agreement Annual Plan.
5. Directs the development financial reports, forecasts and funding scenarios for employment and labour market services under the Employment Program for BC and for various corporate and integration projects. Advocates for integration and corporate project funding priorities. Responsible for allocating and managing financial resources.
6. Drafts policies and program standards in consultation with other ministry executive on issues of ministry objectives affecting the division's mandate, programs and services. Directs the development of division, guidelines, templates, systems and procedures to establish corporate planning and reporting objectives.
7. Leads the development and promotion of collaborative relationships and partnerships with internal and external stakeholders to ensure comprehensive understanding of and participation in integration projects and initiatives. Directs the development of strategies to increase stakeholder understanding of program services and policies and to mitigate potential and real issues.
8. Represents the ADM and ministry on numerous cross ministry and cross sector councils and committees with the authority to provide recommendations and negotiate solutions and agreements.
9. Manages consultations with ministry Executive to obtain advice on key aspects of services, including program development, contract and performance management systems, and performance measures.
10. Supervises senior management staff, including assignment of work, development and evaluation of performance plans, approval of leave, response to grievances and initiation of discipline processes. Manages branch specific human resources, budgets, facilities, and agreements.

FINANCIAL RESPONSIBILITY

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

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	4	
Supervises staff through subordinate supervisors	21	0

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

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>	0	Provides formal training to other staff <input type="checkbox"/>	0
Lead project teams <input checked="" type="checkbox"/>	5-20	Assigns, monitors & examines the work of staff <input checked="" type="checkbox"/>	5-20

SPECIAL REQUIREMENTS

TOOLS / EQUIPMENT

- Laptop or personal computer
- Blackberry or cell phone
- Standard office equipment (i.e., photocopier, fax)
- Standard office software

WORKING CONDITIONS

Office environment and travel are required for this position.

WORK EXAMPLES**COMMENTS****PREPARED BY**

NAME:

DATE:

EXCLUDED MANAGER AUTHORIZATION

I confirm that:

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

NAME:

SIGNATURE:

DATE:

ORGANIZATION CHART**SELECTION CRITERIA****Education/Experience:**

- Graduate degree preferred in a related discipline; or equivalent combination of education and experience.
- Considerable experience overseeing the development and implementation of corporate services.
- Experience developing and implementing a range of communications, engagement, partnership development and issues management strategies.
- Experience leading a large staff complement.
- Experience in budget management and resource allocation.
- Experience working with cross-sectoral and non-government organizations.
- Previous experience working closely with senior government and non-government officials.

Knowledge:

- Comprehensive knowledge of partnership development, stakeholder engagement and issues management.
- Thorough knowledge of consultative processes to involve key government stakeholders in decision-making processes.
- Knowledge of stakeholder interests related to social program development.

Skills/Abilities:

- Ability to set direction and clearly establish mandate, goals and objectives in an environment of shifting priorities.
- Demonstrated leadership/influence management skills.
- Ability to develop and maintain effective working relationships and strategic partnerships with government and non-government partners
- Excellent consultation and project management and communication skills.
- High degree of tact, diplomacy and ability to maintain confidentiality on sensitive issues.
- Excellent facilitation, presentation and interpersonal skills.

COMPETENCIES

In addition to the 3 Public Service Core Competencies (Service Orientation, Results Focus and Team Work and Cooperation) and the 5 Leadership Competencies (Leading Others, Strategic Orientation, Innovation and Change, Empowerment and Developing Others) the following competencies are requirements of the position to maximize the achievements of ministry Service Codes and Values, goals and objectives:

Building Strategic Alliances involves knowledge and skills to engage in internal and external stakeholder analysis and to negotiate agreements and alliances based on a full understanding of power and politics.

Promoting Empowerment involves knowledge and skills in using processes such as delegation and information sharing to enhance subordinate ownership and empowerment over their task and performance.

Vision and Goal Setting involves knowledge and skills in establishing official and operative goals for the organization/units and to establish a system of measuring effectiveness of goal attainment.

Negotiating/Conflict Management involves knowledge and skills to engage in two-party/multi-party negotiations and to facilitate third-party intervention or mediations into conflict situations.

Solving Problems Creatively involves knowledge and skills in fostering creative problem solving in the organization through critical reflection, problem analysis, risk assessment and rewarding innovation.

Employment and Labour Market Services Division – All-Staff Conference

Staffing Strategy: Principles and Guidelines

March 8/9, 2011

Background/Scope

The Employment and Labour Market Services Division is in the process of finalizing an organizational structure to support the new Employment Program for BC. To support staff transition from their current roles in the organization to the new structure, a staffing strategy is being developed which will provide detailed staffing timelines, deliverables, tools and resources.

This guideline document is intended to establish overarching guidelines and principles for staffing the new organizational structure in order to:

- inform the development of the detailed staffing strategy, and
- provide staff with information regarding the approach that will be taken to fill positions.

This document does not provide information regarding specific positions in the current or new structure.

General Principles

- Where positions remain substantively the same from the current organization to the new organization, AND where these positions have been previously been competed through a transparent, merit-based process, the current incumbent will transition/lateral to a similar position and classification within the new organization without formal competition. The mapping and transition of positions is the responsibility of management in collaboration with the Public Service Agency.
- All other permanent positions will be filled using a 'restricted' competitive process – in other words, positions will be open to permanent ELMSD employees only. In this case 'competition' refers to any process where an employee is attempting to secure a new position in the organization. The competitive process will not be restricted to particular branches (i.e. an individual currently in the Program Management Branch is welcome to apply on a position in the Operations Branch, and vice versa).
- Competitions will be extended outside of the Division only if:
 - i) No current permanent ELMSD employees apply;
 - ii) No ELMSD applicants are deemed suitable for the position *after* a restricted competition has been conducted; or,
 - iii) It is determined that training an ELMSD applicant for the requirements of the new position would create an unreasonable burden on the hiring supervisor.
- Regular communications will go out to all staff, providing them with fair and equitable access to information regarding any competitive process.
- Positions in the new structure will be filled on a priority basis determined by the Steering Committee, according to terms and conditions in the Staffing Strategy.
- Decisions regarding whether a position can be fulfilled 'virtually' will be made on a case by case basis and at the discretion of management (i.e. consideration as to whether a position identified in Victoria {HQ} can be filled by an individual working out of Region 5).

Employment and Labour Market Services Division – All-Staff Conference
Staffing Strategy: Principles and Guidelines
March 8/9, 2011

- With respect to the transitioning of ELMSD staff to the new organizational structure, only base positions will be considered (for example, if a web officer is currently on temporary assignment as a web manager, they will be transitioned to the new organization according to their web officer position). All permanent ELMSD staff will have the opportunity to apply on *open* positions in new structure.
- ELMSD staff who are on temporary assignment from other divisions or organizations or who are currently auxiliaries will have the opportunity to apply on *open* positions if a restricted competition has been held and no candidate has been selected.
- The Division will continue to fill current vacancies in the existing organizational structure via temporary appointment, auxiliaries and other approaches outlined in the existing transitional staffing strategy.
- The Division has until the end of Fiscal Year 2013/14 to complete this transition and place all permanent employees. Workforce Adjustment will be used as a last resort, and if necessary will be carried out as required by the terms of the Collective Agreement (see Article 13 of the Fourteenth Master Agreement).
- Every attempt will be made to find permanent ELMSD employees a position with the same classification level in the new organizational structure. However, situations where the position an employee has been 'mapped to' in the new organizational structure has received a downward classification, OR where a position in the new organizational structure has not been identified for an employee, except one with a lower maximum salary, Article 27 of the Fourteenth Master Agreement will apply.

Excluded Positions

- Positions will be filled using a 'top-down' approach. In other words, staffing will begin with the most senior positions prior to moving down the organizational structure, i.e. Executive Directors, Director, Manager.
 - This will serve two key purposes:
 - 1) It will allow those who are considering applying to a particular position to see who will serve as their leadership team, and thus decide if they want to apply;
 - 2) It will create a team of managers at each level to complete the hiring for the next level.
- The Deputy Minister (or his delegate) retains delegated authority for management compensation and classification decisions, which will be negotiated individually with excluded managers based on input and expertise from the Public Service Agency.

Bargaining Unit Positions

- The Division will abide by the terms of the Fourteenth Master Agreement
- Positions will be filled on a priority basis as job profiles are established as identified in the staffing strategy.
- Seniority will be a consideration during any competitive or suitability process, but will not be a determining factor as it is in formal workforce adjustment.

From: Bond, Allison MSD:EX
To: MSD ELMSD All Staff;
Subject: Restricted Posting: Director Finance and Business Planning (ELMSD permanent employees only)
Date: Wednesday, March 30, 2011 2:33:55 PM
Attachments: Director - Finance and Business Planning.doc

Director – Finance and Business Planning

Victoria, BC

Restricted Competition – ELMSD Permanent Employees Only

Are you interested in taking on a leadership role in the new ELMSD organizational structure? This position may be for you! This permanent position, which will support the successful development and delivery of the new employment program, plays an integral role in setting the framework for division financial strategies, including forecasting and risk assessment, and for overseeing the development and evaluation of key strategic plans that have significant impact on the ability of the division to manage its budget and service plan mandate.

The Director, Finance and Planning exercises considerable independence and discretion and functions in a challenging and changing environment characterized by high demands and expectations within very tight timelines. Issues raised and decisions made have far reaching impacts on the ability to meet of the division to strategically manage its administrative and program budget and service plan mandate. The position initiates projects and conducts analysis of financial risks and issues and is responsible for mitigation of these risks.

The Director is responsible for setting the strategic framework for the development, implementation and evaluation the division's strategic plans, business plans and financial strategies, including financial forecasting and risk assessment. This position is responsible for ensuring integrated and inclusive strategic service planning approaches for the division and ensuring the division is focused on results that will meet government and client needs. The Director leads planning processes that are aligned with the ministry Service Plan and, where appropriate, the Government Strategic Plan.

The Director is responsible for the oversight of key financial agreements between the Ministry of Social Development and other provincial government ministries and between the ministry and federal government, as appropriate. This position is also responsible for the development of strategic monitoring and reporting mechanisms and oversees audit reporting of contracted service delivery to track ministry Service Plan and division business goals and outcomes. The Director develops performance reports for the Deputy Minister as required and drafts policy documentation and briefing materials, including Cabinet submissions for the Deputy Minister.

For complete position details, please review the attached job description.

All interested staff should email their CV to Marilyn Thornton (marilyn.thornton@gov.bc.ca) by

4pm on Wednesday, April 13th.

Allison Bond
Assistant Deputy Minister
Employment and Labour Market Services Division
Ministry of Social Development
tel: (250) 953-3924

POSITION DESCRIPTION

Ministry of Employment and Income Assistance

POSITION TITLE:	Director, Finance and Business Planning	POSITION NUMBER(S):	89315
DIVISION: (e.g., Division, Region, Department)	Employment and Labour Market Services Division		
UNIT: (e.g., Branch, Area, District)	Engagement, Planning and GNPI	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Executive Director	POSITION NUMBER:	97166
SUPERVISOR'S CLASSIFICATION:	ML 8	PHONE NUMBER:	953-3919
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PROGRAM

The Ministry of Social Development provides a continuum of employment programs and services designed to assist clients to find and sustain employment. The Employment and Labour Market Services Division (ELMSD) is responsible for the development, management, and evaluation of a diverse array of federally and provincially funded services through the Employment Program for British Columbia. The Division is also supports key integration initiatives focused on building, maintaining, championing and implementing connections across sectors and program areas.

PURPOSE OF POSITION

The Director, Finance and Planning exercises considerable independence and discretion and functions in a challenging and changing environment characterized by high demands and expectations within very tight timelines. Issues raised and decisions made have far reaching impacts on the ability to meet of the division to strategically manage its administrative and program budget and service plan mandate. The position initiates projects and conducts analysis of financial risks and issues and is responsible for mitigation of these risks.

The Director is responsible for setting the strategic framework for the development, implementation and evaluation the division's strategic plans, business plans and financial strategies, including financial forecasting and risk assessment. This position is responsible for ensuring integrated and inclusive strategic service planning approaches for the division and ensuring the division is focused on results that will meet government and client needs. The Director leads planning processes that are aligned with the ministry Service Plan and, where appropriate, the Government Strategic Plan.

The Director is responsible for the oversight of key financial agreements between the Ministry of Social Development and other provincial government ministries and between the ministry and federal government, as appropriate. This position is also responsible for the development of strategic monitoring and reporting mechanisms and oversees audit reporting of contracted service delivery to track ministry Service Plan and division business goals and outcomes. The Director develops performance reports for the Deputy Minister as required and drafts policy documentation and briefing materials, including Cabinet submissions for the Deputy Minister.

NATURE OF WORK AND POSITION LINKS

The Employment and Labour Market Services Division consists of three branches:

Program Management: responsible for the overall program and service quality through planning, policy, governance, and quality assurance. The Branch supports ongoing program improvement through analysis, performance measurement, and evaluation

Operations: ensures quality contract management, planning and budget/financial activities at the regional and local level, along with activities that support the development of strong and productive relationships with service providers and community partners.

Engagement and Planning: responsible for the development and implementation of quality corporate services, including financial and business planning, engagement and communications, project management and organizational development. The Branch also oversees the development and implementation key integration initiatives, programs and policy.

The Division manages the development and implementation of a wide array of federally and provincially funded employment and labour market services under the Employment Program of British Columbia. These services are aimed at assisting all British Columbians to find and sustain employment and meet the evolving needs of the labour market.

Position Links:

- Ministry Executive – provides the planning framework, options, advice and/or solutions on the development of strategic plans. Develops reports on progress/performance of the division and other briefing materials.
- Ministry Divisions – consults with in the development of performance plans and gains consensus on the establishment of performance measures and targets. Consults with to obtain relevant, timely data and information on division and service provider performance indicators.
- Other divisions in the ministry (e.g., Corporate Planning and Operations division, Regional Services division [which has almost 1500 staff located in offices across the province], Policy and Research Division, Planning and Reporting Division and Management Services Division – incorporates their perspectives and interests into development/implementation processes and assists the ministry and its programs to respond to emerging issues and external policy and program changes.
- Federal government – for management and implementation of the financial components of the Labour Market Development Agreement and to ensure reporting requirements are met.
- Counterparts in other ministries – exchanges information related to best practices; provides and receives advice regarding methodologies; and maintains a consistent approaches to planning and performance measurement across the ministries.
- Central Agencies – develops plans, reports and performance measures that meet criteria established by government and within approved timelines.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Provides strategic advice to Division Executive and is responsible for the development of financial, forecasting and risk assessment strategies. Accountable for setting direction for the development of the financial and administrative infrastructure to support the management and evaluation of ministry labour market and employment services (approximate budget of \$400M/year).
2. Responsible for management of the Labour Market Development Agreement, ensuring adherence to federal policies pertaining to program transfer and that the financial terms of transfer agreements are met.
3. Leads the development, implementation, integration and reporting of strategic planning processes, ensuring involvement of all divisions and integration with the ministry annual service plan report. Develops and recommends strategic directions and planning/reporting frameworks that respond to or address current and future division, ministry or government priorities and initiatives.
4. Drafts policies, plans and program standards in consultation with other ministry staff on issues of ministry objectives affecting the division's mandate, programs and services. Develops, implements and manages division policies, guidelines, templates, systems and procedures to establish planning and reporting objectives.
5. Sets frameworks and direction for the development of operational and capital budgets and develops briefing materials, Cabinet and Treasury Board submissions to ensure financial information and projections are appropriate, and makes strategic allocation recommendations to address financial-related program issues and to assist in Executive decision-making.
6. Supports ministry service and three-year business planning processes by providing expertise to other divisions in strategic planning and reporting practices, and the development of meaningful performance indicators. Directs the

development of ad hoc, quarterly, and annual performance reports for the division.

7. Advises the Assistant Deputy Minister (ADM), Executive Director and other senior managers on strategically significant planning and performance issues. Identifies, analyzes and defines critical organizational issues for the effective and efficient implementation of service plan initiatives, and provides advice on impact analyses. Maintains overall responsibility for corporate risk assessment and management planning and mitigation.
8. Gathers background data and information, and conducts analysis of issues to support recommendations made and inform Executive and senior management decision-making (e.g., business continuity, program expansion, trend analysis, cost/benefit analysis, comparative analysis). Leads the development of related strategic planning programs, ensuring integration throughout the division. Works with ministry staff to ensure financial, statistical and reporting information systems are in place to capture required information.
9. Develops and monitors projects and special initiatives and ensures timelines and project goals are achieved within established parameters. Leads data analysis and develops business cases to identify the financial implications of program initiatives and projects (e.g., identifying the financial requirements for a new case management system; building a forecast tool for Labour Market Development Agreement Programs).
10. Primary liaison between the division and FASB and between the division and other government ministries regarding key financial agreements and memorandums of understanding.

FINANCIAL RESPONSIBILITY

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

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	3	
Supervises staff through subordinate supervisors	3	

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

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers		Provides formal training to other staff	x All division
Lead project teams	x 4-12	Assigns, monitors and examines the work of staff	x

SPECIAL REQUIREMENTS

TOOLS / EQUIPMENT

- Laptop or personal computer
- Blackberry or cell phone
- Standard office equipment (i.e., photocopier, fax)
- Standard office software

WORKING CONDITIONS

- Office Environment

WORK EXAMPLES

--

COMMENTS

--

PREPARED BY

NAME:	DATE:	
-------	-------	--

EXCLUDED MANAGER AUTHORIZATION

I confirm that:		
<ol style="list-style-type: none">1. the accountabilities / deliverables were assigned to this position effective: (Date).2. the information in this position description reflects the actual work performed.3. a copy has / will be provided to the incumbent(s).		
NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

SELECTION CRITERIA

Education/Experience:

- Related degree (e.g., Business Administration or Public Administration) and five years related experience, or equivalent combination of education and experience.
- Experience developing and managing strategic plans and performance reporting measures.
- Experience in project management, including coordinating diverse strategic priorities and ensuring consistency with the ministry service plan.
- Experience leading program evaluation initiatives.
- Experience leading and managing teams.

Knowledge:

- Knowledge of performance management and measurement techniques.
- Knowledge of government structure and decision-making processes.
- Knowledge of strategic planning principles and processes.
- Knowledge of project planning and management principles.

Skills/Abilities:

- Excellent interpersonal, verbal and written communication skills.
- Demonstrated influence management and leadership skills.
- Demonstrated tact and judgement.
- Superior analytical and strategic planning skills.
- Demonstrated consultation and consensus-building skills.
- Demonstrated ability to work well under pressure to meet deadlines.
- Ability to respond to complex urgent issues and prioritize competing demands.
- Ability to conduct research, and analyze research material and emerging program issues to identify potential business solutions.

COMPETENCIES

In addition to the 3 Public Service Core Competencies (Service Orientation, Results Focus and Team Work and Cooperation) and the 5 Leadership Competencies (Leading Others, Strategic Orientation, Innovation and Change, Empowerment and Developing Others) the following competencies are requirements of the position to maximize the achievements of ministry Service Codes and Values, goals and objectives:

- **Partnerships with Stakeholders** is the desire and ability to work co-operatively with all stakeholders who may include clients, contractors, co-workers, and counterparts in other departments or organizations.
- **Relationship Building** is working to build or maintain ethical and effective business relationships with stakeholders and includes the acumen to use the power of relationships to influence necessary action.
- **Conflict Management** involves seeking and achieving win-win solutions through strong two-way communication, mutual respect and creative problem-solving with stakeholders. Handling conflict in a proactive and positive manner can lead to important and necessary business change.
- **Change Leadership and Management** involves taking the lead in adopting and controlling necessary business change, starting with any new vision for the organization, and taking the required actions to maximize stakeholder buy-in and contribution.
- **Managing Organizational Resources** is the ability to understand and effectively manage people, materials, assets, and budgets according to business constraints, changing risks, new opportunities and competing priorities.