



## **IDENTIFICATION**

Department		Position Title	
Municipal and Community Affairs		Manager, Community Development and Training	
Position Number(s)	Community(s)	Division/Region(s)	
12854	Yellowknife	School of Community Government	

## **PURPOSE OF THE POSITION**

Reporting to the Director, School of Community Government (SCG), the Manager, Community Development and Training is responsible for overall integration of community development strategies and initiatives including but not limited to areas of: governance; strategic planning; human resource planning and development and integration of capacity building opportunities, including training and other required intervention services for community governments.

This position is also responsible for collaborating and coordinating with SCG staff, Regional Superintendents other intra and inter department staff, territorial and Aboriginal organizations towards the development of territorial, regional and community based capacity building and community development strategies, and to plan for the delivery of SCG programs and services in a manner consistent with the Department's mission, goals and objectives. Activity and results are focused on community governments and can be achieved at territorial, regional and community levels.

This position manages training impacts and results that include: successful training of community governments and their staff; training that assists community staff with advancing to more senior community government positions; programs and integrated curriculum that match approved occupational standards; assessments, training and/or other interventions that address priority needs of community governments; effective scheduling that maximizes community government participation, effective training approaches and methodologies that achieve recognized and respected certification and overall community capacity.

This position provides strategic leadership and overall supervision to regional Training and Development Coordinators located in regional centres who together have control of a \$1,000,000.00 budget.

Collaborating with clients, SCG staff and relevant partners, the Manager provides overall strategic leadership to community capacity and development and building strategies, programs, services and implementation initiatives. This involves preparing community government councils and administration to assume additional responsibilities and authority in a manner that is logical and achievable in light of each community's specific needs and abilities. This position is responsible for assisting with positive change at the community level in a supportive manner so that community governments are appropriately prepared to implement change, new strategies, associated tasks and achieve desired results.

The incumbent provides professional and technical advice to community governments and their staff, to the SCG staff, other department staff and such partners as, federal and territorial departments and Aboriginal and territorial organizations. This advice and assistance is essential to promoting capable and accountable management and effective and efficient program delivery at community government levels.

The activities of the position have an impact on the management, operations, program delivery and services in all 33 NWT communities. The decisions made affect the relationship between the GNWT, community governments, other governments, partners and NGOs. This position currently provides leadership and supervision to 4 Regional Training and Development Coordinators located in Regional Centres.

This position also is the standing acting Director for the division, providing leadership and supervision to all SCG staff and the management of all SCG programs and services in the absence of the Director.

## **SCOPE**

This position's responsibilities are primarily territorial and impact on program decisions and activities at the national, regional and community government level. The position influences the decision of other divisions, departments, governments, territorial and Aboriginal organizations and particularly those of community governments. It has impact on all residents through the support provided to community governments related to training, community development initiatives and capacity priorities. The incumbent is responsible for providing strategic leadership, community development expertise, capacity building information and interventions and training programs and services and overall management support to SCG staff, senior management and communities. The position is responsible for overseeing a budget of approximately \$700,000.00.

This position manages the analysis of national, territorial, regional, community, occupational and program information on community development, capacity building, sustainability initiatives, training and leadership development that support the achievement of priority results consistent within GNWT approaches.

The position leads research initiatives that identify significant opportunities and supports that meet the needs of northern community governments, their staff, and partner organizations.

This position is responsible for all human resource responsibilities of assigned staff that includes performance planning and evaluation, leave, training and work planning.

## **RESPONSIBILITIES**

- 1. Manages capacity building and community development strategies, priorities and initiatives including, but not limited to:**
  - Coordinating territorial, regional strategies and supports community events and activities as identified through Departmental processes.
  - Coordinating with the Regional Offices and SCG staff in the delivery of community specific governance training.
  - Supporting the Regional Offices and SCG staff in responding to capacity building and community development inquiries and priorities. Assists Regional Superintendents in developing and implementing strategies to meet specific capacity building and community development needs as identified in various assessment processes and documenting and reporting on results and best practices.
- 2. Oversees territorial, regional and/or community implementation of strategic and human resource planning support tools and resources for Community Governments**
  - Manages the implementation of Strategic Planning and Human Resource Planning Tools and resources ensuring they support community governments.
  - Maintains a strong link with the NWT Association of Communities and Local Government Administrators of the Northwest Territories to ensure that Regional Offices have the appropriate tools and professional support required to assist community governments in each of the planning processes.
  - Develops and implements an agreed upon Training Needs Assessment Cycle in collaboration with community governments.
  - Monitors regional staff involvement into the development and implementation of the Human Resource Planning and Assessment Tools.
  - Ensures the coordination of data, analysis of results and development of effective training plans.
- 3. Manages the overall coordination, prioritization, locations and delivery for territorial, regional and community courses to ensure timeliness, efficiencies and scheduled approaches.**
  - Collaborates, coordinates, develops and monitors a 12 or 18 month rolling calendar of community government training needs;
  - Collaborates with program and/or technical partners, advisory committees and internal department staff in establishing delivery strategies, plans, locations, resources and finances;
  - Oversees longer term contracts and agreements with instructors, organizations and educational institutes to maximize efficiencies;
  - Collaborates with required parties on the results of community assessments and regional demands and department responses.

4. **Working collaboratively with a technical team, review program designs to ensure effective and integrated results of all programs within SCG and where appropriate with other associations and institutions;**
  - Establishes standards for program and course design and affordability of design;
  - Reviews program designs to ensure match with occupational competencies and/or community government need and industry need;
  - Takes corrective actions to ensure consistency in designs and expected results;
  - Ensures program design is integrated into broader SCG programming and/or other department and educational programs;
  - Researches existing designs to secure appropriateness and cost effectiveness of program area;
  - Manages required research and assists Director with the negotiation of certification and articulation agreements with other agencies and institutions.
  - Works with Support Services Coordinator on the development of distant education delivery models and their implementation.
5. **Manages overall implementation of new or revised curriculum and resource development and its coordinated integration into SCG programming.**
  - Working with appropriate program and technical staff oversees implementation of approved curriculum standard and ensures resources are developed per standard;
  - Directs corrective actions to ensure consistency in curriculum and resources;
  - Identifies and approves existing or new curriculum for program delivery;
  - Integrates new curriculums into school programming or with other partners and institutions where appropriate.
6. **Manages overall program evaluation and ensures documented results are reported, expected results achieved, strategies implemented effectively, client and partner satisfaction levels are achieved, and appropriate Department goals are met.**
  - Implements standardized long and short term evaluation tools and resources and produce quality reports;
  - Uses evaluation results to design, refine or confirm status of training and the assigned resources;
  - Ensures effective use of electronic services by the SCG staff including student database, human resource system, and student registration and records information.
7. **Assists the Director in the coordination of the School's responsibilities in supporting communities' increased authority.**
  - Ensures that community needs are identified and that the SCG programs are relevant to meeting these needs.
  - Ensure that SCG staff develop and maintain the skills to provide the required support to communities.
  - Participates as a member of the MACA Senior Management Committee in the

absence of the Director to provide input on departmental policy and legislation.

**8. Leads overall division responsibilities for governance training.**

- Coordinates responsibilities and delivery of governance training at community level.
- oversees Territorial Good Governance Conference
- Collaborates with Regional Superintendents on Regional delivery of governance events.
- Responsible for curriculum, course materials, supporting resources and varied media resources for governance.

**9. Coordinates and directs Training and Development Coordinator initiatives with community development efforts to support community government elected officials and staff to prepare and build capacity for future growth and development.**

- Oversees the development of individual work plans to ensure that areas identified as priorities at the community level are targeted.
- Creates and maintains an internal skills inventory that enables the effective coordination of program delivery based on the strengths of the individual team members.
- Consults with Superintendents on the work planning needs for the Region.

**10. Establishes cooperative and collaborative partnerships with internal and external stakeholders, including Territorial and Aboriginal organizations that assist in building community government's capacity and overall development.**

- Ensures the timely sharing of information regarding the SCG programs and services.
- Ensures that partners and stakeholders are consulted on the development of new initiatives.
- Ensure collaborative and cooperative effort with implementation of community development initiatives.

**KNOWLEDGE, SKILLS AND ABILITIES**

The incumbent requires extensive knowledge (and the practical application thereof) in the following fields:

- Community development
- Adult education and training
- Public administration and governance
- Program planning, design development and evaluation
- Project management
- Multi level curriculum development
- Knowledge of community development processes, governance, community government administrations and operations.

- Understanding of social and political dynamics of northern and aboriginal communities.
- Ability to operate professionally in highly political and public environment.
- Ability to manage and work with a diverse team of individuals.
- Knowledge of management practices and proven skill sets in the areas of strategic planning, human resource management and leadership development.
- Ability to work independently, demonstrate initiative, judgment, discretion and creative thinking.

### **Skills and Abilities**

The incumbent requires extensive abilities in the following areas:

- Strong communication skills for planning, evaluation and presentation purposes.
- Strong analytical skills in order to make decisions, integrate information and to convey it in meaningful ways to various stakeholders.
- Strong organizational skills to prioritize and manage concurrent projects.
- Group facilitation and team leadership skills required for delivering training and workshops, as well as facilitating meetings and managing projects.
- Contract and financial management skills;
- Knowledge of research techniques and ability to conduct research, track changes and analyze potential impacts;
- Ability to make decisions on the relevance and appropriateness of research gathered and analysis to be incorporated into strategies, programs and resources.
- Ability to work cooperatively with team members through all phases of project development, management and implementation.
- Ability to work with a variety of databases and software programs.

### **Typically, the above qualifications would be attained by:**

This knowledge is usually acquired through a degree in, Public Administration, Education or Social Sciences with 5 years of directly related experience which must include experiences in Community Development, Adult Education and Training, Public Administration, Program Design, Development and Evaluation and Project Management.

For an individual to be suitably experienced to manage the requirements of this position, they must have 5 years of directly related work assignments and experiences in training, capacity building and community development. In addition, they must have had the required years of experience in the knowledge categories above. The incumbent must have multi-functional experience in areas that include; strategic planning, project management, computer applications and database systems, communications and extensive experience in the north, working with all levels of government and experience in leading multi-partner groups or committees.

### **WORKING CONDITIONS**

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

**Physical Demands**

No unusual physical demands.

**Environmental Conditions**

No unusual environmental conditions.

**Sensory Demands**

No unusual sensory demands.

**Mental Demands**

No unusual mental demands.

**ADDITIONAL REQUIREMENTS**

**Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check