

**IDENTIFICATION**

Department	Position Title	
Justice	Manager, Administration and Support Services	
Position Number(s)	Community(s)	Division/Region(s)
82-7232	Corrections / Yellowknife	Corrections/NSCC

**PURPOSE OF THE POSITION**

The Manager, Administration and Support Services assists the facility by managing the facility financial, administration and operational support services of the North Slave Correctional Centre (NSCC), within departmental guidelines of the Northwest Territories, in accordance with operational standards established in the Corrections Division, in order to provide safe and secure custody, rehabilitation and reintegration of sentenced and remanded Offenders. As part of the facility management team, will ensure the ongoing provision and enforcement of policy, services and coordination of programs across facilities within the Corrections Mission, Vision and Value statement.

**SCOPE**

The incumbent reports directly to the Warden NSCC and functionally to the Warden, NSYOF. The incumbent is responsible to direct and support the Administrative, Food Services and Maintenance divisions within the North Slave complex (NSCC); and participate as a member of the management team to ensure efficient operation within the guidelines of the Corrections Service Act, Corrections Service Directives and Standing Orders.

- Reports to the Warden.
- Direct supervision of up to 8 staff and indirect reporting relationship of 3 cooks and one Stores Officer, and a total facility staff of 108 permanent staff and 40 casuals.
- Assumes signing authority in absence of Warden.
- Full signing authority for public and trust funds up to \$20,000.
- Capacity: 148-175 inmates
- Spending authority for government funds (\$30,000)

- Salary budget: \$8.3 M
- Operational budget: \$1.5 M
- Maintenance Budget \$1.1 M
- Participates in the management of food services.
- The incumbent ensures that all financial documents are traceable and processed into the Financial Information System (FIS) according to the GNWT Financial Administration Manual, Financial Administration Act, Government Contract Regulations, and Government policies such as the Business Incentive Policy and PW&S policies, directives and procedures and that effective internal control are in place.
- Work is directed by legislation Public Service Act, Access to Information Privacy Protection Act); and specific policies (Corrections Service Directives, Territorial Safety Acts and Legislation and the HR Manual, Code of Ethics, and the GNWT Code of Conduct.

## **RESPONSIBILITIES**

1. **As part of the management team, assists in managing the delivery of services to ensure the safety of society, inmates and staff**
  - Providing direct support to the Warden and indirect support through subordinate staff to the management of the adult and young offender facilities.
  - Participates in capital and operations & maintenance planning.
  - Reviews and confirms variance reporting and prepares information for the Warden.
  - Ensures compliance with standing orders and divisional directives.
  - Researches and develops standing orders based on headquarters directives, and recommends changes to directives
  - Manages the progressive discipline process and applies disciplinary action
  - Manages human resources to ensure an effective, efficient and motivated staff and a safe and secure working environment.
  - Develops and implements staff progression plans and delivers training where appropriate
  - Reviews and completes performance appraisals
  - Participates in long term human resource planning and develops mid term plans and priorities
2. **Manages the provision of administrative services.**
  - Monitors and approves all spending for NSCC and provides budget forecasting and variance reporting.
  - Exercises spending authority on behalf of NSCC utility budgets and operation and maintenance budgets.
  - Makes recommendations and suggestions regarding facility budget preparation to Headquarter staff.
  - Manages the purchasing, receiving and payment of services and supplies through the purchasing and payment clerk.
  - Manages the first line of contact for the North Slave Correctional Centre by phone and reception through the administrative assistant.

- Ensures that all payment documents, journal vouchers, and receivables are in accordance with relevant legislation and acts.
- Monitors the preparation and/or verification of all payment documents for supplier invoices.
- Monitors through supervision of administration staff the records and controls for commitments, budgets, and expenditures to protect against duplicating payments or overpayments and to detect necessary corrections.

**3. Manages the provision of facility maintenance services**

- Acts as liaison to Department of Public Works on all matters regarding building operation and maintenance
- Approves maintenance repair requests and assigns priorities
- Delegates daily maintenance responsibilities through maintenance coordinator

**4. Manages inmate facility services.**

- Manages the food services area through delegation to the food services supervisor who is responsible for 5 institutional cooks (3 permanent & 2 casual)
- Supervises the inmate trust and welfare trust accounts through the inmate finance clerk and automated financial system
- Manages operation of the inmate canteen through supervision of the canteen officer and by verifying expenditures, inventory and preparation of monthly reports
- Performs bank reconciliation's monthly for the Inmate and Welfare Trust accounts

**KNOWLEDGE, SKILLS AND ABILITIES**

- Proven management skills and sound financial practices including budget reporting.
- Strong theoretical understanding of financial practices
- Proven knowledge of accounting principles and bookkeeping procedures in order to interpret legislation and procedures; and produce, and process financial documents.
- Knowledge of the accounts payable and receivables functions, reconciliation procedures and internal controls.
- Proven leadership, problem solving and team building skills.
- Ability to supervise staff and motivate people/teams to develop their full potential.
- Ability to think strategically to plan and implement procedures, control practices and actions that achieve future goals.
- Ability to manage a diverse set of responsibilities and coordinate multiple activities.
- Proven ability to assess and evaluate human behaviour.
- Strong interpersonal skills with the ability to effectively communicate orally (negotiate, mediate and arbitrate issues) and in writing.
- Working knowledge of the Corrections Offender Management Information System (COMS) and APPGEN financial systems.
- Proven understanding of financial policies, procedures and security operations.
- Proven labour relations ability and ability to manage staff.
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet and E-mail applications.

- Knowledge of Occupational Health and Safety (WHMIS).

**TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:**

A post-secondary education in related field coupled with a recognized management course with a minimum of 3 years progressively more responsible financial experience including budget management and 3-5 years of supervisory experience.

Incumbent must be first aid and CPR certified and possess a Class 5 driver's license. Awareness of cultural diversity, specifically, northern Aboriginal traditions and values would be an asset.

**WORKING CONDITIONS****Physical Demands**

No unusual demands.

**Environmental Conditions**

The incumbent works in a facility where there is exposure to communicable diseases.

**Sensory Demands**

No unusual demands.

**Mental Demands**

The incumbent works in a secure custody. Frequency: all day. Intensity: low.

The incumbent may be exposed to verbal abuse from irate staff, and inmate family members. Frequency: 2 times/week. Duration: 5 minutes. Intensity: high.

**ADDITIONAL REQUIREMENTS****Position Security**

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