



IDENTIFICATION

Department	Position Title	
Executive and Indigenous Affairs	Director, Gender Equity	
Position Number	Community	Division/Region
11-3852	Yellowknife	Gender Equity/HQ

PURPOSE OF THE POSITION

The Director, Gender Equity (the Director) is accountable for providing strategic leadership and direction that facilitates the GNWT's efforts to elevate and strengthen the GNWT's commitment to equity and diversity in the NWT.

The Director leads development and monitoring of equity frameworks to be reflected and integrated in corporate decisions, policies and programs and visible across the organization. The Director leads a dynamic and skilled team in supporting a strong social infrastructure, including through funding to non-government organizations. The Director also facilitates corporate-wide understanding and ability to consider intersectionality when planning and delivering service while also guiding policy, research and data initiatives. Working with other departments and engaging with community partners, the Director ensures accountability so that GNWT services, programs, and policies are responsive to the needs of the NWT's diverse communities. Fostering strong partnerships with departmental colleagues, Indigenous governments, community organizations, program and service providers, and stakeholders is core to the role.

SCOPE

Reporting to the Deputy Minister of Executive and Indigenous Affairs, and located in Yellowknife, the Director is expected to have a broad and in-depth level of understanding, knowledge and experience of the theory and practical applications related to systems thinking and equity-focused policy.

The Director will also directly support the Minister Responsible for the Status of Women, with regular meetings ensuring that priorities set by the Minister are advanced and required alignment and action from departments is achieved. Such priorities include those set on the advice of the Status of Women Council or established through the priorities of the Executive Council. In addition to the competencies noted below, regular interaction with the Minister and coordination with the Deputy Minister of Executive and Indigenous Affairs and other senior officials requires strong relationship building, action management, and authentic leadership skills.

The Director is expected to have a broad and in-depth level of understanding, knowledge and experience related to developing and implementing evidence-based responses and solutions to multifaceted social challenges within a complex organization. The Director, Gender Equity requires the ability to lead an inter-disciplinary, themed, competency and project-based work that crosses over a number of areas related to the scope of work of different Departments and Agencies within the GNWT and throughout the NWT.

The Director is also expected to represent the NWT at senior officials' federal provincial-territorial working groups, and will be responsible for negotiating and implementing various one-time initiatives. Such initiatives have historically been supported and funded through partnership with the federal government.

The Director provides strategic leadership and advice to senior-level GNWT officials to ensure that GNWT departments and agencies begin to mainstream the inclusion of GBA+ as a lens through which all GNWT policies, programs and services are designed, developed, implemented.

At the core of the Director's work, through the strengthening and enhancing of the GNWT's understanding of equity and diversity and working to operationalize these principles across the organization, the incumbent will help to support the creation of a government committed to tackling anti-racism, harassment, discrimination, and gender-based violence.

DIMENSIONS

- Reporting Positions: 3 FTEs
- Compensation & Benefits (\$646,000)
- Operations & Maintenance (\$82,000)
- Grants & Contributions (\$1,020,000)
- Capital (\$)

RESPONSIBILITIES

1. Provide strategic leadership and oversight in the planning, implementation and evaluation of the GNWT's response to *Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls*.

2. Provide strategic advice and coordination to GNWT departments as they establish and advance policies, programs and services aimed at addressing and reducing the rates of gender-based violence and family violence in the Northwest Territories.
3. Facilitate lateral cooperation between GNWT departments and agencies who provide programs and services related to gender-based violence and family violence in the NWT.
4. Serve as a proactive and creative resource throughout the GNWT for equity-related initiatives, activities, materials, and advice. This will include advising and empowering employees in leading conversations and building capacity about equity and diversity.
5. Provide strategic leadership and advice to GNWT departments and agencies as the GNWT mainstreams a gendered approach to departmental and corporate budgets, policies and programs.
6. Provide support and strategic advice to all GNWT departments and agencies to ensure that a GBA+ lens is consistently applied in the design, development, implementation and evaluation of GNWT programs, policies and investments.
7. Lead the development of an improved GNWT policy basis to support consideration of gender as a determinate for a variety of social indicators.
8. Lead the development of briefings, communications, correspondence, speaking notes, decision papers and options papers for the Minister responsible for the Status of Women on a wide variety of gender equity issues in the NWT.
9. Lead and coordinate GNWT participation at federal/provincial/territorial tables and working groups.
10. Represent the Minister Responsible for the Status of Women and the GNWT on local, territorial, and national committees in order to communicate the GNWT's policies and objectives concerning gender equity issues in the Northwest Territories.
11. Lead the administration of the Women's Initiatives Grant Program and the Gender Equity Grant Program.
12. Manage the GNWT's relationship with the Status of Women Council of the NWT and the Native Women's Association of the NWT.
13. Participate constructively in the senior management team of the Department of Executive and Indigenous Affairs and contribute to the senior leadership of all systems related to the department's mandate.
14. Perform other tasks, duties and functions as assigned by the Deputy Minister of Executive and Indigenous Affairs.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will be exposed to frequent conflicting interests and perspectives and works in an environment where there are political and public expectations and diverse needs which require diplomacy and sound judgment. The Director will also be exposed directly and indirectly to persons experiencing trauma and family violence.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge and understanding of gender equity issues territorially, nationally and internationally.
- Cross-cultural experience and ability to work effectively in highly politicized situations.
- Strong strategic thinking skill and judgment, proven ability to assess options and implications for long term goals, as well as demonstrated ability to research, analyze, and synthesize multiple concepts and priorities.
- Proven skill in proactively building networks, connecting with others, understanding and building relationships with many stakeholders, partners, and governments, and collaborating across sectors.
- Sensitivity to geographic and cultural needs of people, understanding how community and culture impact the delivery of government programs and services.
- Knowledge of and ability to implement ethical, equity-based processes.
- Expertise in strategic thinking, political and stakeholder analysis, community participation, communication, negotiation methods, and leadership.
- Extensive and intimate knowledge of NWT communities, Indigenous peoples' cultures, and Indigenous worldview and ways of knowing.
- Demonstrated project management expertise.
- Demonstrated critical thinking skills and the ability to conceptualize new ways of working.
- Demonstrated expertise in developing presentations and workshops.
- Strong professional oral and writing skills including development of reports, oral presentations, and technical/persuasive documents for consideration at the departmental and ministerial level.
- Demonstrated ability to develop and motivate a collaborative, inspirational team of staff and partners, internal and external to the GNWT, working towards a shared goal.

- Demonstrated ability to analyze, evaluate, and interpret a wide range of information and apply it within the unique social, economic, and political environment of the NWT.
- Ability to develop relationships, work collaboratively and communicate effectively with GNWT departments and agencies, Indigenous governments, and non-government organizations.
- Knowledge of contracts required to support projects and initiatives.
- Demonstrated skills in business and financial planning and reporting.
- Effective use of computer technology for purposes of communication and presentation.
- Ability to manage time and tasks efficiently and effectively.
- Ability to initiate and lead work independently.

Typically, the above qualifications would be attained by:

This level of knowledge, skill and ability would typically be acquired through experience in:

- program evaluations and/or mixed methods of data collection;
- the design and implementation of Whole of Government Approaches;
- program management; and
- engaging and building relationships with stakeholders, including Indigenous communities

Competencies for this position may also be demonstrated through:

- the completion of a Masters Degree in health, public, or business administration; public health, education or a related interdisciplinary field, or
- A minimum of seven (7) years of progressively more responsible experience in a managerial and or senior policy role

Equivalencies may also be considered.

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

French language (check one if applicable)

- French required (must identify required level below)
 Level required for this Designated Position is:
 ORAL EXPRESSION AND COMPREHENSION
 Basic (B) Intermediate (I) Advanced (A)
 READING COMPREHENSION:
 Basic (B) Intermediate (I) Advanced (A)
 WRITING SKILLS:
 Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select Language

- Required
- Preferred