

**IDENTIFICATION:**

Position Number	Position Title	
13-302	Director, Budgeting and Evaluation	
Department	Division/Region	Location
Financial Management Board Secretariat	Budgeting and Evaluation	Yellowknife

PURPOSE OF THE POSITION:

Reporting to the Secretary of the Financial Management Board, FMBS, the Director Budgeting and Evaluation is accountable for leading the effective and efficient management of Financial Management Board support, Government of the Northwest Territories (GNWT) business planning, budget development, and presentations and responses to Legislative Assembly Committees; and for leading the effective and efficient management of program design and evaluation.

This position works within a Legislative and Policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies, and departmental procedures that includes such things as the Financial Administration Act, Financial Administration Manual, Contract Regulations, Public Service Act, Public Service Regulations and various Government Policies.

SCOPE:

This position is one of 10 reporting to the Secretary of the Financial Management Board, FMBS. The other positions are: Chief Information Officer, the Assistant Comptroller General, the Director, Internal Audit, the Director, Labour Relations & Compensation Services, the Director Policy and Planning, the Director Technology Service center, the Superintendent, Fort Smith Region, the Superintendent, Inuvik Region, and the Area Superintendent, Fort Simpson. The Director, Budgeting and Evaluation is the senior advisor to the Secretary to the Financial Management Board (the Secretary) for FMB support. The incumbent is accountable for providing independent review and assessment on matters affecting strategic financial planning and resource allocation for the FMB and Cabinet, as required. The Director is responsible for preparing briefings undertaking research and analysis in support of the Chairman of the FMB. Such projects may be of a strategic or issue specific nature. The Director is responsible for the development of FMB policies, standards and guidelines for Government Departments and agencies in budget management and control. The incumbent is responsible for ensuring compliance with the statutory requirements related to FMB records management.

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The end result of FMB support is informed decision-making by the FMB. A challenge for the Director is to provide objective and timely advice within a complex framework that encompasses the strategic goals of the GNWT, restrictions imposed by legislation, external timelines for decision-making and proposed Ministerial initiatives. The Director's advice often conflicts with departmental proposals. A challenge for the Director is to turn potentially confrontational situations into mutually supportive ones through the objective presentation and explanation of recommendations.

In addition to ongoing budgeting and evaluation responsibilities, the Director may also provide consultative services to GNWT departments in respect to the application of FMB governed Legislation, policies and procedures.

The Director maintains working relationships with managers at all levels. The most significant of these are deputy heads, with whom it may be necessary to explain and clarify FMB direction, and Executive Members with regard to presentations involving the Directors primary responsibilities and assignments of a special nature.

Reporting directly to the Director, Budgeting and Evaluation are 11 positions, as follows:

Senior FMB Analyst (4): The position works with specified departments, boards and agencies to review and evaluate established and proposed programs and services and the resources required to deliver them. The position analyzes departmental submissions requiring FMB consideration to advise and make recommendations to the FMB; provides and support and advice to departments; and prepares and coordinates responses to Legislative Assembly Standing Committees (e.g. coordination of information requests, briefings and research).

FMB Analysts (2): The FMB Analyst performs similar functions as the Senior FMB Analyst but is normally handling issues of a less complex nature. These positions have traditionally been utilized to provide the necessary experience and exposure to someone who is not ready to accept the full responsibilities of the Senior FMB Analyst.

Program Advisor (2): These positions develop standards, provide independent and objective advice to decision-makers, provide advice and support to departments and non-government organizations and promote sound practices in the fields of program and organizational design, evaluation and performance measurement.

Administrative Assistant: Provides financial and administrative support and also some human resource services (primarily leave and attendance) to the Budgeting and Evaluation Division in accordance with GNWT legislation, policy and procedures to manage the effective operation of the Division.

Recording Secretary: Provides confidential and secure administrative, recording and records management services to the Financial Management Board. The position also manages the flow of budget, business planning and related documents between FMBS and the Legislative Assembly Standing Committees.

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Manager, Budget Development: There are 3 positions reporting directly to the manager: Senior Budget Analyst, Senior Budget Development Officer and the Budget Development Officer. The position manages the development and implementation of the GNWT business planning and budgeting systems. This includes the coordination of the GNWT Business Plans, Main Estimates and Supplementary Appropriations. The Manager also directs the monitoring and control activities to ensure compliance with governing authorities, policies and guidelines and to maintain a cash management system.

DIMENSIONS:

	<u>Division</u>	<u>GNWT</u>
Number of person directly supervised	11	N/A
Annual payroll	\$1.3 m	\$186.5 m
Annual operating expenses	\$1.6 m	\$950.2 m
Total number of staff	15	N/A
Capital Budget	N/A	\$ 81.3 m
Revenue	N/A	\$916.5

RESPONSIBILITIES/ACCOUNTABILITIES:

General:

The Director is responsible for design, coordination, analysis and monitoring of Departmental Business Plans and operations and capital budgets (Main Estimates and Supplementary Appropriations). The Director is responsible for maintenance of the fiscal framework and providing support for informed budgetary decisions by the FMB. A challenge for the Director is dealing with the complexity of budget development within time frames imposed by the Legislative Assembly and FMB. The Director must work collaboratively with senior managers of Departments to ensure timely and accurate completion of tasks.

The Director is responsible for the entry of budgets into the Government's financial system and for ensuring all adjustments are transacted in compliance with the *Financial Administration Act*. The Director is responsible for maintaining the Capital Planning System and coordinating the Government's capital planning process, including community consultation and development of the multiple-year Capital Plan.

A challenge for the Director is balancing budget development responsibilities for design, coordination, operations, monitoring and control. The Director must carry out these responsibilities in a manner that meets the varying needs of clients (e.g. FMB, individual)

Ministers, Departments and Legislative Committees) and ensures compliance with statutory requirements (e.g. *Financial Administration Act*) and public accountability.

The Director is accountable to the Secretary for the preparation of materials, presentations and responses to Legislative Standing and Special Committees. This includes the preparation and delivery of briefings to Legislative Committees concerning the fiscal framework and all aspects of the budget; collaboration with senior Legislative Assembly management in the delivery and presentation of budgets (Business Plans, Main Estimates and Supplementary Appropriations); and, coordination of Government responses to questions, recommendations and information requests. A challenge for the Director is dealing with competing needs of the Executive and Legislative branches of Government. The Director must exercise sound judgment and political sensitivity.

The Director is accountable to the Secretary for program design, evaluation and performance measurement. The Director is responsible for assisting Departments in planning, designing, managing and coordinating program design and evaluation and results measurement activities. The Director is responsible for providing technical support and advice in the areas of program design and evaluation, results measurement and organizational design. A challenge for the Director is balancing their promotional and education responsibilities in support of Departments with control responsibilities. A challenge for the Director is extending technical support and advice related to program design and evaluation to non-governmental organizations.

Specific:

1. Lead the independent review and assessment of matters involving strategic financial planning, resource allocation, program design and evaluation, results measurement, and organizational design.
2. Lead the provision of timely and objective advice and recommendations to the FMB and Cabinet on matters affecting strategic financial planning, resource allocation, program design and evaluation, results measurement, and organizational design.
3. Lead compliance with *Financial Administration Act* provisions governing FMB records management.
4. Lead the design, and coordinate implementation of, FMB policies, standards and guidelines for GNWT Business Planning, budgeting (Main Estimates and Supplementary Appropriations) and budget management and control systems.
5. Lead the operation of Government-wide budgeting systems.
6. Lead the monitoring and control of GNWT Business Planning, budgeting, budget management and control systems to ensure compliance with statutory requirements.
7. Lead the maintenance of the GNWT fiscal framework and provide support to the Secretary in the development of the government's fiscal strategy.
8. Lead the review and recommendation of requests for government loan guarantees: implement the guarantees ensuring the timely and accurate completion of all legal agreements and security arrangements; and monitor the ongoing operations of the entities receiving government loan guarantees.

9. Lead the preparation of presentations, briefings and responses to Legislative Assembly Standing and Special Committees.
10. Lead the design and coordinate implementation of FMB policies, standards and guidelines for program design and evaluation, results measurement and organizational design.
11. Lead the provision of technical support, education and advice to Government Departments and agencies and non-governmental organizations about program design and evaluation, results measurement and organizational design and promote the use of generally accepted principles and practices.
12. Undertake or lead the conduct of special projects of a strategic or issue specific nature.
13. Lead the work program of the Division to ensure that approved objectives and budgets are met in an effective manner, consistent with the priorities of Cabinet and FMB, the operational policies and procedures of the GNWT and the stated vision, mission and mandate of the FMBS.
14. Evaluate the need for the Division's programs and services and lead, or participate in, actions for change.
15. Develop and implement a Human Resource Development Plan for the Division that includes specific objectives for affirmative action, and employee career and professional development. Select, develop, train, direct, motivate and evaluate subordinate staff to achieve the Plan's objectives and the FMBS vision, mission and mandate.
16. Contribute to the effective management of the FMBS through positive collaboration with the Secretary and other senior officials of the Secretariat.

KNOWLEDGE, SKILLS AND ABILITIES:

- A detailed knowledge of Generally Accepted Accounting Principles (GAAP).
- Demonstrated knowledge in public administration, financial planning and budgeting, strategic planning, evaluation, organizational design and program design theory and principles. The knowledge is accompanied by proven experience in the application of this knowledge in complex situations having discrete or corporate-wide impact.
- Detailed knowledge of and ability to apply best practices in financial resource management.
- The ability to interpret legislation and regulations and provide advice on their application.
- Effective written and verbal communications skills, including the ability to maintain professional communications in difficult circumstances.
- Strong strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities are essential.
- Ability to work in undefined areas with little or no precedent and take the initiative to solve problems.
- Ability to work with a wide range of computer applications, including word processing, spreadsheet applications and mainframe financial and human resource management systems.

- The ability to work to deadlines and respond effectively to frequently changing deadlines
- Excellent interpersonal skills.
- Proven leadership skills and the ability to effectively manage a diverse team of individuals and professionals.
- The ability to work effectively within the Senior Management team.

The Knowledge, Skills and Abilities are typically obtained through a university degree and/or the completion of an accounting designation plus 8 to 12 years of progressive experience including at least 5 years of management experience.

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. Express frequency and duration of occurrence of physical demands, environmental conditions, sensory demands and mental demands.

Physical Demands:

The incumbent works at a desk and is required to sit for long periods of time with frequent opportunity to move about as needed.

Environmental Conditions:

The incumbent works in an open office environment, which has occasional light to moderate background noise. The incumbent may be required to travel periodically.

Sensory Demands:

Visual and auditory senses are used the most to perform the duties of the position. Accuracy is crucial for this position particularly in drafting and proofreading documents such as FMB and Cabinet submissions.

Mental Demands:

Competing demands around deadlines can lead to some degree of mental stress. There are certain maximum statutory time frames that dictate the overall schedule in which the incumbent must complete tasks. The incumbent deals with senior staff that may have divergent perspectives and demands. The incumbent is seen as the expert; resolutions / answers are required.

A high level of concentration and attention is essential. Work must be of the utmost level of accuracy. The scope of work can involve politically sensitive issues, and tight deadlines with a high degree of intensity.

These conditions can lead to mental and emotional fatigue and stress. Decisions often have long-range effects.