



IDENTIFICATION

Department	Position Title	
Finance	Manager, Employee Development and Workforce Planning	
Position Number	Community	Division/Region
15-12639	Yellowknife	Strategic Human Resources

PURPOSE OF THE POSITION

The Manager, Employee Development and Workforce Planning manages the development of new human resource programs and changes to existing programs related to the Government of the Northwest Territories (GNWT) human resource management. This position provides guidance and advice to client departments in the implementation of programs, and performs evaluations of program effectiveness, resulting in recommendations to its Director for consideration for future improvements and innovations.

SCOPE

Located in Yellowknife and reporting to the Director, Strategic Human Resources, the Manager, Employee Development and Workforce Planning (Manager, EDWP) is responsible for specialized human resource services that focus on providing strategic advice and direction to all GNWT departments.

This position is responsible for creating, implementing human resource programs to all GNWT department and agencies ("departments"), and evaluating their effectiveness in meeting stated objectives. The position plans, develops, coordinates, and implements strategic initiatives and programs that supports the GNWT public service. The unit incorporates the following areas which impact all GNWT departments: employee recognition; succession and workforce planning; employee performance development and employee learning and development.

The position provides expert advice and recommendations to senior management on programs aimed at recognizing employees and developing existing employees to ensure that employees can efficiently and effectively deliver GNWT programs and services.

The Manager, EDWP works closely with the senior management team within the Department of Finance; with other departmental employees including Client Service Managers and Service



Centre Managers; as well as with management teams of GNWT departments to develop human resource programs to create a competent public service.

All duties are carried out in accordance with all GNWT acts, regulations, policies and Departmental procedures, and consistent with the Department of Finance's Business Plan.

The position is required to identify and research new approaches and program initiatives that will result in GNWT employees and potential employees viewing the GNWT as an employer of choice, while at the same time evaluating existing programs to ensure they are accomplishing their goals and objectives. All initiatives impact all GNWT departments; therefore a thorough understanding of impacts of all decisions must be clearly examined and articulated when making plans and recommendations, and providing advice and guidance.

The position is responsible to provide advice, leadership, guidance, and support in the development of initiatives in multiple areas and must be aware of how and to what degree they connect, to support the broader government objectives identified in business plans, and human resource plans.

The position is responsible for a budget of approximately \$7.5 million.

RESPONSIBILITIES

1. Manages the development and implementation of human resource programs and initiatives.

- Provides system-wide expert advice and guidance on specialized human resource projects.
- Responsible for the development, completion, and successful implementation of projects.
- Responsible for a program budget of approximately \$3.4 million.
- Responsible for program evaluations and recommendations.
- Responsible for reporting on programs and initiatives to senior managers and deputy heads.

2. Provides strategic oversight on specialized human resource services to support effective human resource management, programs, and operations across the GNWT in the areas of:

- Employee recognition
- Performance development
- Learning and development
- Succession and workforce planning

3. Oversees the development, implementation, and evaluation of GNWT wide human resource programs such as:



- Leadership Development Program and Management Series
 - Performance Management using Behavioural Competencies program
 - Succession Planning
 - Workforce Planning within the organization
 - GNWT wide human resource plan
 - Employee Recognition
- 4. Evaluates, assesses, and monitors current, ongoing programs and recommend improvements.**
- Provide strategic advice on human resource programs and evaluate their effectiveness and relevance to departmental business plans and human resource plans.
 - Provide advice and recommendations on improvements to human resource programs to ensure programs meet the corporate objectives of the GNWT.
- 5. Manages resources and work planning for the unit.**
- Leads in the staffing of unit positions as required
 - Manages orientation, development, and ongoing performance of unit staff
 - Assigns work and ensure unit annual objectives are met

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands

Sensory Demands

No unusual demands

Mental Demands

No unusual demands

KNOWLEDGE, SKILLS AND ABILITIES

- Client service orientation.
- Knowledge of adult education strategies and different learning and literacy levels to effectively apply learning and development programs.
- Ability to understand relevant human resources legislation, policies, and procedures, and analyze their impact on program development and delivery.



- Ability to analyze and interpret internal and external data and patterns.
- Excellent planning and time management skills.
- Ability to effectively track and administer an annual budget
- Excellent oral and written communications skills.
- Ability to consider diverse literacy levels when developing documents and resources.
- Problem-solving and organizational skills.
- Ability to work both independently and in groups.
- Skilled in teamwork with members from a variety of backgrounds and cultures.
- Strategic and system-wide thinking skills.
- Analytical thinking and research skills.
- Critical thinking skills.
- Ability to negotiate and persuade.
- Ability to incorporate the perspectives of all members of the community in a decision-making process.
- Excellent project management abilities.
- Demonstrated performance management skills.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

The completion of a relevant bachelor's degree and five years of related experience in the management of workforce planning and human resource programs, with one year in a supervisory role.

Equivalent combinations of education and experience will 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