



IDENTIFICATION

Department	Position Title	
Finance	Manager, Diversity and Inclusion	
Position Number	Community	Division/Region
15-13140	Yellowknife	Strategic Human Resources

PURPOSE OF THE POSITION

The Manager of Diversity (Manager) is responsible for ensuring the development, implementation, and evaluation of comprehensive Government of the Northwest Territories (GNWT) wide diversity and inclusion strategies, initiatives, and programs in collaboration with all GNWT departments and agencies, and working groups, providing senior level advice and coordination for workforce diversity and inclusion initiatives.

SCOPE

Located in Yellowknife and reporting to the Director of Strategic Human Resources, the Manager is responsible for managing the unit's program staff. The position is responsible for overseeing the specialized diversity and inclusion services that focus on providing strategic advice and direction to all GNWT departments and agencies.

The Manager Position works closely with the Department of Finance senior management team, with other departmental employees both in headquarters and regional offices, as well the management teams of the GNWT departments and agencies. The Manager is to develop diversity and inclusion programs to create a competent public service based on goals and objectives identified in departmental plans, human resources plans, and hiring practices/policies.

This position oversees the research, development, evaluation, and management of diversity and inclusion strategies, initiatives and programs, acts as a special advisor to NWT working groups, and provides work plans to facilitate the mandate of promoting, supporting, and increasing the representation of diverse priority groups in the GNWT workforce.

A major challenge for the Manager of Diversity and Inclusion is the need to adjust work goals and objectives to meet the changing priorities and direction of the government.



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.

RESPONSIBILITIES

- 1. Provides strategic advice, consultation, and support to Senior Management in the establishment of organizational diversity and inclusion goals, objectives, and strategies to meet established goals.**
 - Serves as a subject matter expert on diversity and inclusion related issues.
 - Manages the implementation of strategies and initiatives to increase the representation of a diverse and inclusive workforce, at all levels of government.
 - Provides senior level advice to Client Service Managers regarding recruitment and retention practices that are barrier free, and accessible to all diverse priority groups outlined in the GNWT's hiring policies.
 - Acts as special advisor to NWT working groups and provides work plans to facilitate the mandate of promoting, supporting, and increasing the representation of diverse priority groups in the GNWT workforce.
- 2. Leads the development and implementation of a GNWT-wide diversity and inclusion framework to provide common standards, policies and procedures which will facilitate the recruitment, retention, and promotion of a diverse and inclusive GNWT workforce.**
 - Manages the implementation of strategies and initiatives to increase the representation of a diverse and inclusive workforce, at all levels of government.
 - Advises on the development of job training options for diverse priority groups.
- 3. Oversees the development, implementation and evaluation of diversity and inclusion strategies, initiatives, and programs in collaboration with all GNWT departments, and agencies and working groups, providing senior level advice and coordination for diversity and inclusion matters.**
 - Serve as project manager overseeing the successful development and execution of diversity and inclusion initiatives that are aligned with key business strategy components.
 - Research best practices in diversity and inclusion initiatives.
 - Plan, organize, and implement various GNWT-wide diversity and inclusion strategies and initiatives.
 - Develop programs and communications strategies to promote diversity and inclusion and assess the outcomes of those initiatives with a particular focus on their impact as related to recruitment and retention.



- 4. Evaluate, assess, monitor, and provide recommendations on current and new diversity and inclusion programs and initiatives.**
 - Provide strategic advice on diversity and inclusion programs and evaluate their effectiveness and relevance to departmental business plans, and human resource plans.
 - Provide advice and recommendations on improvements to diversity and inclusion programs and initiatives to ensure they meet the corporate objectives of the GNWT.
- 5. Manages, monitors, and evaluates the GNWT – corporate wide Employee Family Assistance Program and Health and Wellness Programs**
 - Develops and manages the EFAP program contract and other necessary contracts for health programming.
 - Collaborates with stakeholders to identify health and wellness needs throughout the GNWT and provide recommendations and establishes programs to support those needs
 - Develops and maintains effective communications strategies, promotional and educational material to build awareness on promoting a health, more productive and inclusive work environment.
 - Monitors and evaluates the effectiveness of health and wellness programs, strategies and resources and develops strategies to address any issues.
 - Provides strategic advice to GNWT departments in developing departmental health and wellness plans, procedures, and practices.
- 6. Monitors and evaluates the effectiveness of diversity and inclusion strategy initiatives and develops strategies to address any issues.**
 - Establishes an evaluation framework, monitors, and evaluates diversity and inclusion programs to ensure they are accomplishing their mandate.
 - Performs regular analysis of GNWT statistics relating to representation of designated groups in comparison to labour market data.
 - Assesses the extent of compliance with legislation, GNWT policies and guidelines, and enforces measures to ensure achievement of intended goals.
 - Develops new programs, revises existing programs, or makes recommendations accordingly.
 - Establishes strategies, protocols, and systems to monitor, assess and enhance the effectiveness of existing and new programs.
- 7. Manage the human and financial resources of the Diversity and Inclusion unit to meet departmental objectives.**
 - Plan and manage budgets related to diversity initiatives.
 - Develops and manages the unit budget, and ensures expenditures are within established parameters, emphasizing cost efficiencies.
 - Manages unit staff, including staffing and performance.



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

- Proven client service orientation
- Demonstrated project management skills that include developing project plans, determining resources, and managing multiple projects simultaneously
- Demonstrated ability to design and deliver diversity related educational material
- Demonstrated ability to think and act strategically
- Ability to create and implement strategic plans
- Ability to understand applicable legislation, policies and regulations
- Ability to analyze and interpret internal and external data and patterns
- Knowledge of statistical analysis techniques
- Excellent planning and time management skills
- Proven oral and written communication skills
- Ability to work independently and in groups
- Proven analytical thinking, problem-solving and research skills
- Ability to negotiate and persuade
- Demonstrated performance management skills
- Demonstrated ability to analyze data and prepare reports/recommendations
- 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:

A relevant bachelor's degree plus 4 years of related work experience in human resource programming or diversity and inclusion, including at least 1 year of recent supervisory experience.



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