



IDENTIFICATION

Department	Position Title	
Finance	Director, Governance Planning and Security	
Position Number	Community	Division/Region
15-15316	Yellowknife	Governance, Planning and Security / HQ

PURPOSE OF THE POSITION

The Director of Governance, Planning and Security provides strategic leadership, guidance, and direction for the enterprise-wide governance of information systems, information management and information technology, collectively referred to as Information Management and Technology (IMT).

This position leads all aspects of the IMT governance and strategic planning processes, including IMT investment and portfolio planning, strategic business partnership, information security, and broadband and Canadian Radio-television Telecommunications Commission (CRTC) related advocacy efforts.

SCOPE

Located in Yellowknife, the Director, Governance Planning and Security reports to the Government Chief Information Officer (GCIO) and is operationally accountable to Deputy Heads, through the Informatics Policy Council (IPC), for government-wide IMT matters including; strategy, policy, planning, information security, compliance monitoring and reporting, and the IMT management framework (processes, standards, guidelines and methodologies) including their development, implementation and maintenance, awareness building, and oversight at the corporate level.

The position is responsible for the determination and evaluation of current and future needs; directing the planning for both supply and demand of these services; the quality, characteristics, and level of IMT services; and for monitoring the conformance to obligations

(including regulatory, legislation, control, and other standards) to ensure positive contribution of IMT to the organization's goals and objectives.

The position is responsible for developing, implementing and managing the IMT strategy and associated management framework, in an environment characterized as technologically diverse, encompassing in excess of 2000 knowledge workers (workers that regularly use information systems and technology) in all regions and all 33 communities across the NWT.

The position ensures effective oversight of the IMT function across government and ensures departments are engaged effectively in IMT governance, planning and security matters, including effective leadership of the strategic IMT Business Partnership program.

The position drives the development, implementation and support of IMT best practice standards across government and ensures compliance to deliver secure and reliable systems.

The position deals with departments and agencies through Deputy Heads and departmental senior management, and must provide quality advice, direction and assistance on IMT governance, planning and security related matters.

The IMT sector is characterized by continuous change, ambiguity and uncertainty. As a change agent working in a high stakes environment involving rapid technological and business change, as well as many unknowns, the Director will need to successfully balance the need to "do it fast and do it right". Furthermore, the Director will face significant resistance as the figurehead for change and will need to ensure that a solid change management plan exists to ensure success in meeting the objectives of the GNWT.

This position works within a Legislative and Policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies and procedures that include such things as the *Access to Information and Protection of Privacy Act*, *Financial Administration Act*, and various government policies.

DIMENSIONS

The Department of Finance has the mandate to obtain, manage and control the financial, human and information resources to implement the GNWT's policies and programs and provide leadership and direction in all areas of financial, human and information management and technology resources. The size of the overall operations expenditure is \$1.7 billion and includes more than 5,000 positions, which provides a realistic expression of dimensions of the Government Chief Information Officer's responsibilities.

The total annual budget for IMT within the GNWT is ~\$55M engaging ~200+ FTE positions (in-house). IMT infrastructure and systems support the entire government, including many mission-critical applications and services at both the corporate and department/agency levels.

- Reporting Positions:
 - 6 direct reports (3 managers and 3 senior business partners)
 - 5 indirect reports
 - 4 indirect reports (other senior managers responsible for IMT – e.g. Director of TSC, CIO at HSS, Director of IHT at NTHSSA, Director of Corporate Information Management at INF)
 - 11 total staff, in the division
- Compensation & Benefits: \$1.5M
- Other O&M Budget: \$1M
- Capital Budget: \$6.5M

RESPONSIBILITIES

1. The Director, IMT Governance, Planning and Security is the senior manager responsible for leading the overall governance, oversight and compliance of the IMT function on behalf of Deputy Heads, through the Informatics Policy Council. The position provides vision and leadership in pursuit of agreed-upon enterprise objectives and strategic service delivery priorities and oversees the development of strategy for the effective use of IMT in meeting those priorities.
2. Develop the mission and vision of the IMT organization through collaboration with departmental senior management and the IMT sector, and foster a business-oriented culture and mindset.
3. Advise senior management across government, including senior committees such as the IPC (Deputy Heads and CEO of the NWT Housing Corporation), and the Financial Management Board on IMT governance and security-related matters.
4. Provide expert strategic advice to the GCIO to influence decisions regarding IMT initiatives and innovation.
5. Provide expert strategic advice to the Director, Application Services to influence decisions regarding Application Services initiatives and innovation.
6. Determines the requirements for the appropriate governance of IMT, ensures clarity of responsibilities and authority, goals and objectives.
7. Establishes and maintains governance practices and resources to enable governance activity to be conducted with reasonable independence from management activity, in line with the government's corporate governance requirements.
8. Undertakes and/or directs reviews as necessary to ensure management decision-making is transparent, and that an appropriate balance between benefits, opportunities, costs and risks can be demonstrated to principal stakeholders.

9. Establishes and maintains the policies for compliance with the government's obligations (including legislation, regulatory, contractual and agreed standards/policies), holding the IMT management team across government to account.
10. Evaluation of current and future needs of departments and the IMT function; directing the planning for both supply and demand of these services; the quality, characteristics, and level of IMT services; and for monitoring the conformance to obligations (including regulatory, legislation, control, and other standards) to ensure positive contribution of IMT to the government's goals and objectives.
11. The Director is responsible for the selection, design, justification, implementation and operation of controls and management strategies to maintain the security, confidentiality, integrity, availability, accountability and relevant compliance of information systems with legislation, regulation and various government policies.
12. Direct and manage incident investigations, review and assess IMT controls to ensure ongoing effectiveness of policies, standards and control mechanisms.
13. Develop, maintain and communicate the government's Information Security Strategy to maximize awareness and compliance.
14. Lead strategic investment appraisal and decision making processes based on a clear understanding of cost, risk, inter-dependencies, and impact on existing business activities, enabling measurement and objective evaluation of potential changes and benefits.
15. Act as the government's contact for relevant regulatory authorities.
16. Ensure proper relationships between the government and external parties, with valid interest in the government's IMT governance, are in place.
17. Lead the development of comprehensive stakeholder management strategies and build long-term, strategic relationships with senior stakeholders (internal and external).
18. Negotiate to ensure that stakeholders understand and agree what will meet their needs, and that appropriate agreements are defined.
19. Oversee monitoring of relationships including lessons learned and appropriate feedback, and lead actions to improve relations with and between stakeholders.
20. Lead IMT participation in the Enterprise Risk Management process to ensure representation of IMT considerations.
21. Lead development of innovative IMT policy, standards and compliance systems to manage and monitor the implementation and compliance of approved policies and standards.

22. Identify and analyze IMT organizational and sector issues to ensure compliance with business, statutory and legislative obligations.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent is seen as the expert; answers and swift resolution are required. The scope of work can involve politically sensitive issues and tight deadlines. Decisions often have long-range and/or costly effects. The incumbent will be required to travel periodically.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge and ability to apply IMT Governance practices and management, such as those described in the ISACA Control Objectives for Information Technology (COBIT), a comprehensive framework of globally accepted practices, analytical tools and models designed for governance and management of enterprise IT.
- Ability to assess, evaluate and manage risk, leveraging industry standards like those from ISACA or the Industry Standards Organization (ISO).
- Expert knowledge of industry-specific standards and methodologies for managing Information Security, such as ISO 27001.
- Demonstrated knowledge and ability to apply IMT portfolio investment management practices.
- Demonstrated current and conceptual understanding of Business Relationship Management (BRM), and BRM practices such as those defined in the Business Relationship Management Body of Knowledge.
- Strong strategic thinking skills and judgement.
- Experience in writing proposals, such as Business Cases, and knowledge of standard methods of evaluation, such as Return-on-Investment, Total Cost of Ownership, and qualitative vs. quantitative benefits.
- Expert budgeting, estimating, planning and objective setting.
- Demonstrated ability to research, analyze, and synthesize multiple concepts and priorities.
- Excellent leadership and team building skills.
- Excellent interpersonal and communications skills.

- Strong change management and change leadership skills.
- Demonstrated ability to manage both the supply and demand for services.
- Strong understanding of business value of information management and technology (IMT) and the importance of clear business linkages to investments and initiatives.
- Assertive, confident and able to lead calmly during times of stress.
- Able to work with a high degree of independence.
- Strong administrative, coordinating and delegation abilities.
- Well-developed interpersonal skills, exercising significant tact and discretion.
- Demonstrated experience partnering and collaborating at multiple organizational levels.
- Effective communication and negotiation skills, both written and verbal.
- Demonstrated leadership and team building skills.
- Able to balance a number of major initiatives concurrently and competing demands.
- Strong knowledge and ability to apply management practices, within a legislative and policy framework.
- Strong knowledge of GNWT and departmental organization and how it operates in a shared service context, and an environment of continuous improvement.
- Strong knowledge of government processes, including business planning, main estimates, forced growth, capital planning, and FMB and Cabinet decision-making processes.

Typically, the above qualifications would be attained by:

Completion of an undergraduate degree in computer science, management information systems or business, with 10 or more years of directly relevant and progressive experience including 4 years of managing staff and budgets.

Equivalencies may 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: To choose a language, click [here](#).

Required

Preferred