



## IDENTIFICATION

Department	Position Title	
Finance	Manager, Program Evaluation	
Position Number	Community	Division/Region
15-15994	Yellowknife	Management Board Secretariat/HQ

## PURPOSE OF THE POSITION

The Manager, Program Evaluation provides strategic and procedural advice for: program design, monitoring and evaluation; government-wide development of business plans and enterprise risk management. The Manager also leads program evaluations conducted by inter-departmental or cross-functional teams. This position supports the GNWT's development of a corporate-wide approach to program design, monitoring and evaluation and to integrate these activities into routine departmental planning and financial processes. This position also builds capacity throughout the GNWT by delivering training in the areas of program evaluation and enterprise risk management.

These duties are carried out in compliance with Financial Management Board (FMB) direction.

## SCOPE

The Manager, Program Evaluation is located in Yellowknife and reports to the Director, Management Board Secretariat, and manages a team of MBS and Evaluation Analyst roles.

The Manager deals directly with departments to coordinate and perform program design, monitoring and evaluation activities and works directly with the Departmental Directors of Policy in accomplishing these goals in compliance with the *Financial Administration Act* and the *Financial Administration Manual*.

The Manager will be required to coordinate and present program evaluation results on a government-wide basis to the FMB and Standing Committees.

## **RESPONSIBILITIES**

### **1. Direct the coordination, development and approval of the GNWT's Business Plans and associated annual reports including:**

- Preparing instructions for Departments to utilize when completing Business Plans;
- Review Departmental submissions for compliance with instructions and liaise with Departments to interpret and provide advice;
- Consolidate Business Plans and prepare briefing material for review by DMs, the FMB and Standing Committees; and
- Coordinate the flow of Business Planning communications to and from the GNWT and Standing Committees.

### **2. Develop and implement policy frameworks and approaches to departmental program evaluations:**

- Maintain the program evaluation policy within the Financial Administration Manual and ensure any changes are communicated to departments;
- Research and develop approaches to improve program evaluation, monitoring and results reporting;
- Make recommendations for approaches to undertaking both targeted and on-going program evaluations, including changes to policy, procedures, or legislation if required;

### **3. Conduct program evaluations – through MBS staff and interdepartmental work teams:**

- Work with departments to design and conduct program evaluations to measure the efficiency and effectiveness of department's programs and services;
- Prepare program evaluation reports for presentation to senior management, the FMB or Standing Committee;
- Provide expert advice and support to program evaluation teams operating in other departments or agencies; and
- Monitor and track department's progress identified towards program evaluations and work with departments to ensure process/program improvements are implemented.

### **4. Assist Departments with implementation of Program Evaluation results:**

- Prepare reports and communicate results of program reviews to program managers, senior management, FMB or standing committees as appropriate;
- Work with departmental senior management to ensure approved actions identified in program evaluations are addressed;
- Work with Cabinet Support and MBS staff to review departmental submissions to ensure consistency with program evaluation requirements outlined in the Financial Administration Manual; and
- Develop materials to incorporate program evaluation results into strategic and transition planning materials for senior management and the FMB.

**5. Coordinate the GNWT's Enterprise Risk Management program:**

- Coordinate the GNWT's risk management activities by participating as a lead member and providing advice to the Risk Management Advisory Group;
- Maintain corporate risk management tools for departmental utilization when developing their risk management programs;
- Consolidate departmental risk profiles and support senior management discussions when developing risk mitigation strategies.

**6. Increase GNWT capacity in program evaluation:**

- Oversee intergovernmental work teams to analyze information to identify GNWT training requirements within the areas of program evaluation;
- Develop, review, and facilitate the delivery of in-house GNWT training materials in the areas of program evaluation, and risk management;
- Track, monitor, and evaluate program evaluation training within the GNWT and adjust training delivery as required.

**7. Provide support to Senior Management, the FMB and Standing Committees with special research projects, presentation and briefing materials.**

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

The Manager will spend considerable time meeting with senior management teams, and will be required to interpret non-verbal reactions.

**Mental Demands**

On occasion, lengthy meetings or immediate deadlines may lead to extended working hours. Some travel may be required with this position.

The Manager will be required to work within strict and competing deadlines on varied and complex projects simultaneously. The position will also encounter competing priorities.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Detailed knowledge and understanding of GNWT programs, policies, procedures, and financial, budgetary, and administrative systems is required;
- Comprehensive knowledge of territorial and national social, economic, and political issues;

- Ability to analyze, interpret and critically assess information, including legislation, policies, territorial/federal and departmental initiatives, Cabinet and FMB direction, financial data, legislative proposals and strategic plans;
- Exceptional policy analysis skills must be demonstrated;
- Ability to be assertive, self-motivated and confident;
- Demonstrated ability to undertake politically sensitive projects or to work in highly charged emotional or political atmosphere is required;
- Ability to effectively communicate difficult or politically charged results to decision makers and senior managers is required;
- Working knowledge of organizational analysis and design, change management, strategic planning;
- Thorough understanding of budgeting/financial processes;
- Demonstrated subject matter expertise is required in policy analysis, program evaluation, and quantitative methods;
- Ability to both direct and undertake required research, analysis and results reporting.

**Typically, the above qualifications would be attained by:**

An under-graduate degree in a relevant field, and a Certified Program Evaluation Certificate; and a minimum of five years' relevant experience, as well as a minimum of five years supervisory experience.

**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