



IDENTIFICATION

Department	Position Title	
Finance	Assistant Deputy Minister, Government Chief Information Officer	
Position Number	Community	Division/Region
15-7506	Yellowknife	Office of the Chief Information Officer

PURPOSE OF THE POSITION

The Assistant Deputy Minister, Government Chief Information Officer is responsible for providing policy and program direction for the information and technology (I&T) environment, I&T management, Enterprise Information Management, and operational services to the broader public service, which spans all government departments, boards and agencies, excluding only the Workers Safety and Compensation Commission (WSCC).

This position works within a legislative and policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies, and procedures which include the *Financial Administration Act*, *Access to Information and Protection of Privacy Act*, *Archives Act*, Financial Administration Manual, Government Contract Regulations, and GNWT Procurement Guidelines and multiple government policies and procedures.

SCOPE

The position is located in Yellowknife, and reports to the Deputy Minister of Finance. The activities of the Assistant Deputy Minister, Government CIO (ADM) have a direct impact on the ability of client departments and agencies to carry out their business. This position is responsible for the delivery of I&T management, policy, and operational services across the GNWT and thus all activities of the position are government-wide in scope. Effective direction to departments is critical for processes to be successful and departments must receive sound and consistent advice.

This position leads the development of government-wide technology and digital government policies and practices, in the areas of strategic planning, cyber security, expert I&T management and operational services, and digital service delivery, which affect broad GNWT management priorities, as well as public service objectives. The position provides leadership, advice, and direction for the enterprise-wide governance of information systems, information management



and information technology (I&T).

The position has an indirect impact on nearly all employees through both their individual and program-level use of information and technology to complete their daily work, and leverage information, technology, and digital services to deliver government programs and services to residents, business owners and visitors of the territory.

As the senior manager accountable for I&T management and operational services, the ADM is responsible for the development and implementation of policies, procedures and systems that ensure effective and efficient information and technology management and operations across the organization.

The ADM provides expert advice and counsel to the Deputy Minister of Finance/Secretary to the Financial Management Board, the Minister of Finance, and to the Financial Management Board as required.

As well, the position supports the Deputy Minister's Committee responsible for I&T management policy and oversight, known as the Informatics Policy Council, providing expert advice to Deputy Ministers in their duty to oversee the I&T function across government, as delegated by the Financial Management Board. The incumbent interprets and provides advice on government's I&T policy framework.

The ADM and its senior staff must maintain an overview and complete understanding of the government and its I&T and cyber security affairs. This enterprise focus and organizational knowledge are critical if the Department of Finance is to provide expert advice with respect to decisions related to I&T and cyber security, which affect all government programs and services.

The ADM is responsible for the provision of I&T management services and operations in all 33 communities, with staff positioned at Headquarters, Northern and Southern Regions, consisting of five Regional Service Centres.

As a member of the Finance executive team, the ADM participates at a senior executive level in setting priorities and objectives for the department and providing overall management direction. This responsibility is broader than I&T management activities and encompasses all elements of departmental management.

The ADM contributes to cross-government initiatives, as required, in support of overall GNWT management, which could include Assistant Deputy Minister Committees reporting to various Deputy Minister Committees.

The ADM is accountable for the determination and evaluation of current and future I&T needs; including directing strategic planning and operations and for monitoring conformance to



obligations, including regulatory, legislation, control, and other standards to ensure positive contribution to government goals and objectives.

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 \$2.1 billion and includes more than 6,000 positions, which provides a realistic expression of dimensions of the ADM's responsibilities.

The total annual budget for I&T across the GNWT is approximately \$80M, engaging close to 200 staff. I&T infrastructure and applications support the entire government, including many mission-critical applications and services at the corporate, department and agency levels.

The ADM is directly responsible for a branch operational budget of \$57 million plus \$6.5 million in IT Capital, and indirect/oversight responsibility for an additional \$25 million across the I&T groups outside the Branch.

- Reporting Positions (5 direct, and 25 indirect)
- Compensation & Benefits (\$25,000,000)
- Operations & Maintenance (\$32,500,000)
- Capital (\$) 6,500,000

RESPONSIBILITIES

1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Responsibility for leading the development of government-wide information management and technology (I&T) and digital government practices and policies in the areas of strategic planning, cyber security, expert technology and information management and operational services, and implementation of digital technologies and cyber security services which affect broad GNWT management priorities, and public service objectives.
3. Provide strategic advice, analysis, and information to the Deputy Minister, Minister, Financial Management Board and Cabinet on I&T and Cyber Security matters.



4. Leads the implementation of I&T strategies for the provision of efficient and effective I&T service delivery and oversees the administration of departmental I&T and digital programs and services.
5. Responsibility for providing policy and program advice and I&T services to the public service, including all departments, boards, agencies, and employees.
6. Ensures that the provision of departmental I&T programs and services is measured by both objective and subjective means, and performance is based on government-wide/department goals and objectives.
7. Oversees the services delivered by all I&T divisions and the Regional Service Centres and provides expert advice and support as required.
8. Leads the preparation of presentations, briefings, and responses to Legislative Assembly Standing and Special Committees on I&T and Cyber Security matters.
9. Leads the engagement and liaison with federal government agencies on matters related to the Canadian Radio-television Telecommunications Communication (CRTC) including development of government positions to advocate for improvements to broadband and telecommunications services in the Territory, which have a direct impact on all households and organizations across the Territory.
10. Responsibility for liaison with federal government agencies, including the Canadian Securities Establishment (CSE), Public Safety Canada (PSC), Canadian Centre for Cyber Security (CCCS) and the RCMP, on matters related to Cyber Security incident detection, response, and recovery. This requires that the incumbent be able to obtain the federal government's SECRET security clearance.
11. Contributes effectively to the interdepartmental ADM Committee for the Federal Engagement Strategy, including liaison with federal departments on broadband and emergency response initiatives.
12. Contributes to effective management of the Department of Finance through positive collaboration with the Deputy and other senior officials of the department on I&T matters.
13. Provides advice and recommendations on priority setting of I&T projects and portfolios, and the use of I&T as a means of augmenting services to citizens and businesses.
14. Provides a consistent, integrated, and transparent approach to I&T governance, in line with the organization's corporate governance requirements. This includes providing an



analytical framework for review and approval of all I&T plans, projects and expenditures in support of corporate decision-making.

15. Provides leadership, guidance, and coaching to department, board and agency executives and senior management, and to senior management across I&T in government.
16. Ensures the financial accountability of the government's I&T functions through regular reporting and updates to all Deputy Ministers, and the Financial Management Board.
17. Accountable for establishing the government-wide, strategic direction and environment for managing information within the GNWT, including operations of four regional Records Centres.
18. Provides advice to the Deputy Minister and Minister, and represents GNWT/FIN in various relevant interjurisdictional groups, and responsible to:
 - Lead development of responses to the Standing Committees, or other inquiries.
 - Lead development of Executive Council submissions, such as decision papers, information items, FMB submissions and Ministerial briefings.
 - Lead and participate in FPT Ministers and Deputy Ministers Table on Digital Trust and Cyber Security initiatives, meetings, committees, and working groups, in respect to relevant initiatives.
 - Serve as representative of the GNWT/FIN on national, territorial, and regional organizations, boards, councils, and committees related to I&T and Cyber Security.
 - Analyze situations, reports, or other and brief the Deputy Minister and Minister of Finance, and all Deputy Ministers as needed, recommending responses or actions as appropriate; and
 - Participate in strategic and other planning functions within the Department.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.



Mental Demands

The incumbent will be required to travel approximately four times per year, for approximately 5 days per occurrence.

The incumbent is seen as the expert; answers and timely resolution are required. The scope of work can involve politically sensitive issues and tight deadlines. Decisions often have long-range and/or costly effects. Intense periods of operational stress can occur during cybersecurity related events, requiring managing stressed teams and numerous executive and political stakeholders.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the business value of I&T and the importance of clear business linkages to I&T investments and initiatives.
- Strategic thinking skills and judgment, with the ability to research, analyze, and synthesize multiple concepts and priorities.
- Knowledge and ability to apply information management and technology practices, legislation, policies, and processes.
- Knowledge in helping staff develop their skills and abilities and improving the overall skills and abilities of the I&T workforce.
- Skilled in customer service, change management and change leadership.
- Knowledge of a central-service organization and operations in a shared service context, and an environment of continuous improvement.
- Leadership, delegation and team-building skills.
- Skills in consultation and negotiation.
- Able to work independently.
- Ability to lead calmly during times of stress.
- Abilities in identifying, managing and mitigating risks.
- Interpersonal skills, including the ability to exercise tact and discretion.
- Skilled in writing and verbal communication, including the ability to maintain professional communications in difficult circumstances.
- Able to work to deadlines and adapt to changes.
- Strategic thinking skills and judgement.
- Knowledge of management practices.
- Ability to research, analyze, and synthesize multiple concepts and priorities.
- Knowledge and ability to implement effective I&T governance and management practices, within a legislative and policy framework.
- Knowledge of public service business planning, main estimates, forced growth, capital planning, and executive decision-making concepts.
- Ability to lead and motivate diverse teams in a cross-cultural, cross-functional environment.
- Ability to read and interpret government regulation and policy.



- Ability to acquire knowledge of intergovernmental affairs, processes, and protocols.
- Ability to implement management practices effectively in a diverse environment.
- Ability to manage finance and budget-related activities for a diverse and broad operation.
- 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 university degree in Computer Science, Business Administration or a related field, and 10 years of relevant experience, including 3 years managing people and resources within I&T strategic planning, management and operations.

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