



IDENTIFICATION

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

PURPOSE OF THE POSITION

The Assistant Deputy Minister – Government Chief Information Officer (GCIO) is responsible for the establishment and oversight of the GNWT’s approach to the use of Information Systems and digital services, and the associated information technology, in line with the needs of the principal stakeholders of the organization and overall corporate governance requirements.

The position provides 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).

SCOPE

Located in Yellowknife, the Government Chief Information Officer (GCIO) reports to the Secretary to the Financial Management Board. The position coordinates initiatives and obtains input through the Informatics Policy Council (IPC) of all Deputy Ministers, for government wide IMT matters including; strategy, policy, planning, information security, application services, and the associated IMT management framework (processes, standards, guidelines and methodologies) including their development, implementation and maintenance, awareness building, and oversight at the corporate level.

The GCIO is accountable 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 GCIO deals with departments and agencies through Deputy Heads and departmental

senior management, and must provide quality advice, direction and assistance on IMT matters.

The GCIO is accountable 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 government's goals and objectives.

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 GCIO will need to successfully balance the need to "do it fast and do it right". Furthermore, the GCIO 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*, 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 GCIO'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:
 - 4 direct (3 senior managers, 1 office coordinator)
 - 15 indirect (management across three divisions)
 - 93 total staff, across three divisions
- Total Budget: \$29.5M
 - Compensation & Benefits: \$13M
 - O&M Budget: \$10M
 - Capital Budget: \$6.5M
- Applications: 140+ major business applications, supporting 2000+ end users

Director, IMT Governance, Planning and Security

The Director, IMT Strategy, Planning and Security is responsible for providing strategic leadership on corporate information management and technology policies, programs and strategies which support government-wide objectives. This position is responsible for leading information security-related initiatives and ensuring effective oversight of the IMT function across government. The position is also responsible for ensuring departments are engaged effectively in ongoing IMT planning, including effective leadership of the strategic IMT Business Partnership program. This position leads all aspects of the IMT governance and strategic planning processes, including IMT investment planning, business partnership, information security, and broadband and Canadian Radio-television Telecommunications Commission related advocacy efforts. This position is responsible for ensuring a strong client-service focus through the planning and business partnership function.

Director, Information Systems Shared Services

The Director, Information System Shared Services is responsible for planning, directing and leading all aspects of the implementation and operation of information systems, including the design, development, acquisition, implementation, support, enhancement, and optimization of a large set of complex and highly diversified applications (140+) used within departments. The position also directs information services support, including records management and library services, for the Departments of Lands, Environment and Natural Resources and Industry, Tourism and Investments. The Director ensures appropriate information technologies support the mission, goals, policies and procedures of departments, and are compatible with relevant legislation and policies. This position is responsible for ensuring a strong client-service focus in the delivery and support of products and services.

Director, NWT Centre for Geomatics

The Director, Application Services is responsible for planning, directing and leading all aspects of the operations and delivery of the government's NWT Centre for Geomatics, a central service providing expert advice, analysis, and technical support for geospatial data, products and projects and services for all departments.

RESPONSIBILITIES

1. The GCIO is the senior manager accountable for leading the establishment and maintenance of the IMT function on behalf of Deputy Heads, through the Informatics Policy Council. The GCIO is accountable to Deputy Heads for the overall governance and management of the IMT function, providing vision and leadership in pursuit of agreed-upon enterprise objectives, and strategic service delivery priorities.
2. Sets the mission and vision of the IMT organization and fosters a business-oriented culture and mindset.
3. Advises the senior executive of government, including senior committees such as the IPC (Deputy Heads and CEO of the NWT Housing Corporation), Financial Management Board, and Cabinet on IMT governance and management matters.

4. Provides advice and recommendations on priority setting of IMT projects and portfolios, and the use of IMT as a means of augmenting services to citizens and businesses.
5. Provides a consistent and integrated approach to IMT governance, in line with the organization's corporate governance requirements. This includes providing an analytical framework for review and approval of all IMT plans, projects and expenditures in support of corporate decision-making.
6. Provides assurance to principal stakeholders that IMT services meet the organization's obligations (including legislation, regulatory, contractual and agreed standards/policies).
7. Ensures that a framework of policies, standards, processes and practices is in place to guide the provision of enterprise IMT services, and that suitable monitoring of the governance framework is in place to report on adherence to these obligations as needed.
8. Establishes the appropriate guidance to enable transparent decision-making to be demonstrated, working with senior leaders to ensure the needs of principal stakeholders are understood, the value proposition offered by enterprise IMT is accepted by these stakeholders and the evolving needs of the stakeholders and their appetite for balancing benefits, opportunities, costs and risks is embedded into strategic and operational plans.
9. Sets strategy for management of IMT resources, and promotes the opportunities that technology presents to the government, including universal IMT trends and best practices, and the feasibility of change and its likely impact upon the business.
10. Sets strategy for monitoring and managing the performance of IMT-related systems and services, in respect of their contribution to business performance and monitors, reports and advises Deputy Heads, Financial Management Board, Cabinet, and other senior groups.
11. Promotes a service and results-oriented culture within all IMT groups.
12. Provides leadership, guidance, and coaching to IMT management.
13. Ensures that appropriate IMT management, delivery and operational practices have been implemented and are being universally followed.
14. Ensures the financial accountability of the government's IMT functions through regular reporting and updates to the IPC.
15. Plays a key role to secure government sponsorship for IMT initiatives.
16. Engages others, build consensus, markets and sells the IMT strategy and its benefits.
17. Demonstrates co-operation and collaborates with people inside and outside the GNWT.

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 periodically.

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.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong understanding of the business value of IMT and the importance of clear business linkages to IMT investments and initiatives.
- Ability to link business needs and goals to effective IMT solutions.
- Strong understanding of IMT's role in the organization, not only as a business support function, but also as a business transformation tool.
- Demonstrated current and conceptual understanding of emerging and disruptive technologies and how they may enhance or impact programs and services.
- Strong leadership and team-building skills
- Demonstrated excellence in consulting and negotiation skills.
- Strong change management and change leadership skills
- Effective delegation skills
- Able to work with a high degree of independence
- Assertive, confident and able to lead calmly during times of stress
- Business acumen and experience
- Strong administrative and coordinating ability
- Strong abilities in identifying and managing IMT risks
- Well-developed interpersonal skills, exercising significant tact and discretion.
- Demonstrates strong partnering skills
- Strong communications skills, both written and verbal
- Able to adapt to a changing organization
- Able to handle a number of major initiatives concurrently
- Demonstrates the appropriate cognitive capacity
- Demonstrates organizational awareness

- Strong strategic thinking skills and judgement
- Demonstrated ability to research, analyze, and synthesize multiple concepts and priorities
- Expert knowledge and ability to implement effective IMT governance and management practices, within a legislative and policy framework
- Extensive 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 executive decision-making processes
- Demonstrated ability to manage finance and budget-related activities
- Able to effectively manage a diverse team of individuals in a cross-cultural, cross-functional environment

Typically, the above qualifications would be attained by:

A university degree in Computer Science, Business Administration or a related field, plus 12 years of progressive experience, including at least 5 years of senior management experience dealing with strategic IMT planning, management and governance experience in a medium-to-large organization. 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