



## IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Assistant Deputy Minister, Operations	
Position Number	Community	Division/Region
21-11331	Yellowknife	Directorate / Headquarters

## PURPOSE OF THE POSITION

The Assistant Deputy Minister, Operations, is responsible for leading the delivery of departmental programs and services in a consistent manner by providing leadership and support to five Regional Superintendents, as well as integrating and coordinating regional operations with Headquarters functions within the Department of Municipal and Community Affairs and with external client programs and services.

The position is the senior lead official for emergency management operations in the Government of the Northwest Territories (GNWT) including preparedness, response and recovery activities; is the departmental senior manager lead on inter-departmental and inter-governmental files; and provides broad strategic support and advice to the Deputy Minister on all aspects of the department's mandate.

## SCOPE

Located in Yellowknife, the position reports to the Deputy Minister. This position works within a legislative and policy framework and carries out its responsibilities consistent with GNWT acts and regulations, and GNWT and Ministerial policies including the *Cities, Towns and Villages Act*; the *Hamlets Act*; the *Charter Communities Act*; the *Community Planning and Development Act*; the *Emergency Management Act*; the NWT Emergency Plan, the Disaster Assistance Policy, and the Disaster Assistance Funding Policy.

The Department of Municipal and Community Affairs (MACA) is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life and to deal effectively with other government organizations. The department is also responsible for protecting the interests of consumers.



MACA accomplishes this mandate through supporting capable, accountable, and self-directed community governments in providing a safe, sustainable, and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics and close proximity to an active political environment.

As a member of the MACA senior management team, the Assistant Deputy Minister participates in setting priorities and objectives and contributes to the preparation of departmental business plans and budgets for submission to the Financial Management Board. The Assistant Deputy Minister participates in the development and implementation of department and government policy and contributes to the preparation of decision papers and other documents to the Executive Council, and to Deputy Minister and Executive Council Committees-of-Cabinet.

The position is responsible for approximately 88% of the department's operational budget which includes 45% of departmental staff. Regional budgets are fully decentralized and managed by Regional Superintendents with full authority. The position provides leadership to five Regional Superintendents, who are accountable to the Assistant Deputy Minister for overall performance in the delivery of regional programs and services as well as budget management and variance reporting.

The position engages directly with community government leadership and administration on sensitive financial, political and/or policy issues. The various and varied programs delivered by regional offices impact all community governments and have the potential to impact most residents. The position has direct influence on community governments to effectively provide programs and services to their residents.

The position is the lead GNWT senior official for emergency management and is responsible to ensure both GNWT and community government preparedness for emergencies.

The position speaks authoritatively on behalf of the Deputy Minister and exercises significant latitude in committing the department and the GNWT to courses of action that potentially have legal, environmental, social, reputational, and financial risk for the GNWT.

The position is responsible to create a workplace culture that is consistent with and emphasizes the identified mandate, vision, guiding principles and values of the GNWT, and is respectful of Indigenous governments and Indigenous organizations. The leadership and management responsibilities of the position demand a progressive and creative leadership approach, including the ability to clearly articulate plans, priorities, and project results for the department and what is expected of managers and staff in achieving those results.



## **DIMENSIONS**

The position is responsible for the work of 49 employees, with eight direct reports: five Regional Superintendents, the Director, Emergency Management, and two Senior Advisors. The remaining positions are regional staff responsible for the delivery of the department's programs and services.

The position is responsible for a budget of \$131 million, broken down as follows:

- Compensation & Benefits (\$5.4 million)
- Operations & Maintenance (\$1.1 million)
- Grants & Contributions (\$95.5 million)
- Capital (\$29.1 million)

In addition, the position is responsible for federal funding agreement and disaster assistance budgets. These are multi-year budgets and can fluctuate, and currently total \$360 million as follows:

- Federal capital (\$250 million)
- GNWT disaster recovery program (\$110 million)

## **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. Provide leadership for the regional delivery of all departmental programs and services in support of community government's reflective of the department's mandate, goals and objectives, and the Legislative Assembly's mandate. Programs and services include:
  - resources and infrastructure required to provide water and sewage services, solid waste management, fire protection and municipal administration,
  - sport, recreation and youth programs,
  - availability of competent, certified staff for the delivery of community government operations, and
  - climate change mitigation and adaptation activities related to community government planning, asset management and operations.
3. Provide leadership to Regional Superintendents to ensure that department-specific legislation, policies, and departmental and federal funding programs are delivered consistently across all regional offices to ensure all community governments and their residents receive comparable levels of service.



4. Lead departmental senior manager on interdepartmental and intergovernmental committees and working groups, by advancing the mandate of the department (inter-departmental) and the GNWT (intergovernmental), negotiating federal-territorial agreements that impact community governments and other clients, and overseeing implementation and reporting.
  - This includes maintaining strategic relationships with federal officials regarding federal funding opportunities and with provincial and territorial colleagues in advancing work on issues of common interest.
  - The position is responsible for the provision of oversight for the negotiation and administration of federal funding agreements related to MACA's mandate. The position is responsible for oversight of financial administration of federal funding agreements that total approximately \$250 million, including ensuring that community governments are in compliance with all terms and conditions of the agreements.
  - The position is the departmental senior management lead on inter-departmental files on matters that impact the department's mandate, and is responsible to provide the Deputy Minister with analysis and advice on all departmental matters to ensure coordinated, consistent and fully integrated service delivery.
5. Lead GNWT senior official on emergency management activities, which encompasses preparedness, response and recovery, and includes responsibility to oversee the administration of the *NWT Emergency Plan*, the *Emergency Management Act*, the *Disaster Assistance Policy*, and the *Disaster Assistance Funding Policy*; and to administer federal disaster assistance programs including *Disaster Financial Assistance Arrangements* and the *Emergency Management Assistance Program*.
  - This includes supporting community government responses to an emergency and activating the GNWT's and federal government's support to community governments if required; to lead GNWT recovery efforts; and to administer all territorial aspects of federal disaster assistance programs.
  - The position is responsible to develop for Ministerial, Financial Management Board and Executive Council consideration, recommendations and detailed plans for the disaster recovery plan and approach, and the associated financial and staffing resources for the GNWT to implement a disaster recovery program.
  - The position is responsible to liaise and coordinate with GNWT departments, community government administration and elected officials impacted by a disaster, and with relevant federal departments and agencies including Joint Task Force North, the RCMP, and Public Safety Canada on matters pertinent to the GNWT's preparedness, response and recovery activities.
  - The position is responsible for the preparation of briefing materials, decision papers, communications plans, standard operating procedures, communications with those impacted by a disaster, and other related materials to brief Members of the



Legislative Assembly, residents and businesses impacted by a disaster, and the general public to support and explain the GNWT's recovery approach.

6. Represent the GNWT and the department at the most senior levels across government, with community governments and Indigenous government representatives, and other levels of government, and speak authoritatively on behalf of the Deputy Minister in committing the Department to particular courses of action affecting public funds.
7. Provide long range strategic direction and leadership in the development of strategies, frameworks and initiatives to support community governments in mitigation and adapting to the impacts of climate change.
8. Develop and maintain partnerships with external organizations, including community governments and organizations representing territorial community government interests.

The position plays a key role in building and maintaining strong positive relationships with community governments on governance, financial and administrative activities.

9. Collaborates with executive colleagues across GNWT departments to ensure community government considerations and related legislative responsibilities are clearly understood, considered and applied throughout the GNWT on initiatives related to areas of the Assistant Deputy Minister's responsibilities.
10. Provide support and strategic advice to the Deputy Minister and the Minister, and briefs Cabinet and Standing Committees on departmental, regional and community government matters, and recommend approaches to the management of politically sensitive issues.
11. Provide strategic leadership and oversight, and acts as the Deputy Minister in the Deputy Minister's absence.
12. Select, develop, direct, motivate and evaluate subordinate staff to achieve the Department's mission and mandate and the human resource objectives of the Department.
13. Reflect the regional perspective during policy development and program delivery.
14. Evaluate relevant programs and services and participate in actions for and management of change.
15. Manage fiscal and human resources to ensure effective use of resources in meeting the department's mandate and objectives.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The GNWT disaster recovery program services residents and businesses that may face serious impacts. Discussions with residents, homeowners, businesses, non-profits, community governments, and the public related to services, closures of facilities, layoffs, and the level of disaster assistance to be provided are potentially emotionally charged.

Travel to other communities in vehicles or small planes two or three times per month (about 25 percent of the time) is required. National travel takes place four to five times per year, for three to five days per trip. During emergency situations, the position often works outside of regularly scheduled hours.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of managing complex operations, and supervising a wide variety of technical, policy and analytical staff;
- Knowledge of planning, organizing and integrating resources and functions;
- Knowledge of managing a large, diverse budget, and demonstrating strong financial management, planning and monitoring skills;
- Knowledge of principles and practices related to public sector management, strategic analysis and planning, policy and legislation development, evaluation, consultation, collaboration, project management and negotiation in an environment of substantially diverse activities;
- Leadership, facilitation, consensus building, negotiation, collaboration, and human relations and management skills;
- Knowledge of the challenges and opportunities facing northern Indigenous community governments and the decision-making process and social dynamics which may affect the way programs are delivered;
- Knowledge of the general operating environment of community governance and operations, emergency management, response and recovery, and climate change in the Northwest Territories;



- Ability to acquire knowledge of departmental mandate, Acts and Regulations, agreements, frameworks, strategies, and policies; and the GNWT's structure and operations, priorities, business strategies, and organizational design;
- Ability to acquire knowledge of federal Acts and regulations, agreements, frameworks, strategies, and policies as they relate to disaster response and recovery, and funding for community government infrastructure;
- Ability to build relationships with key partners and stakeholders including community governments, non-government organizations, Indigenous governments and federal departments, and key contacts within them;
- Political acumen skills, demonstrated through experience providing strategic advice to senior leaders and officials on politically sensitive issues;
- Communication skills, both written and oral, including maintaining professional communication in difficult circumstances, and exercising discretion and diplomacy in dealing with divergent views and personalities and sensitive information and materials;
- Ability to think strategically, critically evaluate complex issues, problem-solve and apply judgement as well as analyze, interpret and synthesize large amounts of information;
- Ability to represent the GNWT and its positions accurately and professionally;
- Ability to represent the interests of the department before Cabinet, Cabinet Committees, Standing Committees, Deputy Minister Committees, other jurisdictions, and stakeholders and clients;
- Ability to analyze and evaluate complex issues and develop suitable approaches and options for an effective delivery of the department's programs;
- 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:**

The knowledge, skills and abilities of this position would typically be acquired through the completion of a degree in public administration, law or business management or a related field, and ten years of relevant experience in program management, including five years at a management level.

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 [Select Language](#)

Required  
 Preferred