



IDENTIFICATION

Department	Position Title	
Infrastructure	Assistant Deputy Minister, Regional Operations	
Position Number	Community	Division/Region
33-0591	Yellowknife	Directorate/HQ

PURPOSE OF THE POSITION

The Assistant Deputy Minister, Regional Operations is responsible for leading the delivery of regional departmental programs and services through providing leadership and support to the five Regional Superintendents, as well as integrating and coordinating regional operations with Asset Management and Programs and Services activities within the department and with external client programs and services. The position also provides broad strategic support and advice to the Deputy Minister on all aspects of the Department.

SCOPE

Located in Yellowknife, the Assistant Deputy Minister, Regional Operations (ADM, Regional Operations) reports to the Deputy Minister. This position works within a legislative and policy framework and carries out its responsibilities in accordance with Government of the Northwest Territories (GNWT) Acts, regulations, policies, and departmental procedures including national guidelines for all GNWT public buildings, works, and transportation systems.

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, disposal of surplus property and goods, motor vehicle and mechanical/electrical regulatory services, and fleet management.

The department is also responsible for programming aimed at increasing the use of domestic energy resources and reducing energy costs in the NWT, delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.

On behalf of the GNWT, the department of Infrastructure also carries the responsibility for strategic planning for the GNWT's long term investment in the development of public

transportation and energy production and distribution systems for the Northwest Territories, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

The ADM, Regional Operations, provides leadership to the five Regional Superintendents and oversees the delivery of a wide range of programs and services delivered by the Department through the Regional Operations activity.

The regions are the primary public interface in the delivery of the majority of the department of infrastructure programs and services throughout the 33 communities of the NWT. Much of the public and political perception of the department's performance is driven by interaction and communication with regional operations leadership and regional program delivery staff.

The Assistant Deputy Minister, Regional Operations, supports the Regional Superintendents through coordinated, integrated technical and administrative support and resource planning as well as establishing departmental standards, goals and outcomes for consistency in service delivery and performance for all regional programs and services. The ADM works with Regional Superintendents to ensure Departmental programs, services and projects are delivered effectively and efficiently.

The Assistant Deputy Minister, regional Operations has the full authority and responsibility for:

- The operation and maintenance of 26 airports;
- The operation of 14 Driver and Motor Vehicle Issuing Offices;
- The construction and operation of 1435 km of winter road annually;
- The operation and maintenance of 2438 km of all-weather road;
- The operation of 4 ferries and the annual construction and operation of seasonal ice crossings;
- The operation and maintenance of 863 GNWT facilities including health centres, schools and office buildings;
- The administration of facility leases on behalf of all GNWT Departments;
- The disposal of goods and warehousing on behalf of all GNWT Departments;
- The operation, maintenance and construction of RCMP assets across the NWT; and
- The operation of Yellowknife Airport through a revolving fund model, which funds all operations and capital through own source revenues.

Budget allocations for regional operations are fully decentralized and managed by Regional Superintendents with full authority. Regional Superintendents are accountable to the ADM, Regional Operations for overall performance in the delivery of regional programs and services as well as budget management and variance reporting.



The ADM, Regional Operations, is responsible for identifying trends, creating strategic plans and facilitating solutions toward continuous improvement. The Assistant Deputy Minister is responsible for ensuring a high level of local business and employment opportunities is the delivery of high quality, reliable and comparable programs and services are available across all regions.

The position works in collaboration with the ADM, Asset Management and ADM, Programs and Services to ensure a high level of fully integrated policy, planning, technical and administrative support is available from headquarters for the operation, maintenance and construction of GNWT assets and the delivery of programs, such driver and motor vehicle licensing, at the regional level.

DIMENSIONS

- Reporting Positions - 314 staff, including 5 direct reports
- Compensation & Benefits - \$40 million
- Operations & Maintenance - \$170 million
- Capital – Varies with the annual capital plan – \$150 million in 2019/20 delivered on behalf of client departments
- Yellowknife Revolving Fund - \$36 million
- Work on behalf of others - \$11 million
- Revenue - \$30 million

RESPONSIBILITIES

1. Collaborate and co-ordinate with the ADM, Programs and Services and ADM, Asset Management in the planning and delivery of GNWT public infrastructure and the delivery of programs and services.
2. Co-ordinate with ADM, Programs and Services and ADM Asset Management to ensure the necessary strategic, technical and administrative support services are available to support the operation, maintenance and construction of public infrastructure and programs and services delivered at the regional level.
3. Provide executive support, advice and assistance to the Deputy Minister and Minister as well as participating in strategic decision making on internal and external policy and program issues.
4. Participate in the overall management of the department by being involved in the development of business plans, policies, programs, directives and related budget development.
5. Provide leadership for the delivery of all regional programs and services reflective of the Department's goals and objectives and the Legislative Assembly's mandate.



6. Provide leadership to the Regional Superintendents to support consistency, continuous improvement, and quality service levels in delivery of programs and services across all regions.
7. Ensure regional program staff has access to resources and training in current best practices in infrastructure operations, asset maintenance, project management, as well as regulatory and environmental compliance.
8. Ensure there is a focus within regional operations in meeting compliance in critical public programs such as airport, highways and marine operations and maintenance as well as meeting legislated and code mandated requirements for building operations such as for boilers and fire safety systems.
9. Represent the Department on GNWT Committees and National Committees.
10. Actively participate as a member of Assistant Deputy Minister's Committees of the GNWT, including the Territorial Planning Committee under the *NWT Emergency Management Act*.
11. Uphold and consistently practicing 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.

WORKING CONDITIONS:

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

There is significant regional travel, tight timelines and competing priorities. Decisions can have far-reaching impacts. Many areas of responsibility are high risk essential services and any disruptions have an immediate impact on the public. The position is managing emergencies and communicating with the media and the public outside of regular working hours on a frequent basis.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of overall infrastructure activities
- Ability to plan, organize and integrate resources and functions
- Ability to acquire knowledge and awareness of northern context, communities and cultures
- Financial planning, monitoring and evaluation skills
- Knowledge of relevant acts, regulations, guidelines and policies
- Project management skills
- Time management and prioritization skills
- Negotiation, leadership, collaboration, human relations and management skills
- Ability to communicate clearly, both orally and in writing as well as in dealing with committees of the legislative assembly, community, federal and aboriginal government representative, the media and for representing the department or the GNWT at public engagements.
- Ability to understand, analyze and solve complex problems within the context of the role.
- 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 relevant degree and ten (10) years of experience in an infrastructure system environment, including three (3) years managing people and resources.

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