



IDENTIFICATION

Department	Position Title	
Infrastructure	Assistant Deputy Minister, Asset Management	
Position Number	Community	Division/Region
33-4487	Yellowknife	Directorate/Headquarters

PURPOSE OF THE POSITION

The Assistant Deputy Minister, Asset Management is responsible for the overall management of Asset Management activity in the Department of Infrastructure including integration and coordination with Regional Operations and Programs and Services activities within the department and with external client programs and services.

SCOPE

Located in Yellowknife, the Assistant Deputy Minister, Asset Management (ADM, Asset Management) 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 Northwest Territories (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, Asset Management provides leadership in the planning, development, acquisition, management, construction, environmental stewardship, and disposition of GNWT-owned and leased property and transportation infrastructure and equipment.

The position oversees four divisions: Design and Technical Services, Transportation, Project Management, and Facilities & Properties. The ADM, Asset Management contributes to Corporate Capital Planning and plays a role in both Headquarters (HQ) and five Regions with respect to ensuring proper project management and life cycle management of all GNWT public infrastructure and physical assets.

The position also plays a key role in ensuring the GNWT is represented at the federal/provincial/territorial (FPT) level in the development of codes and standards and best practices for all aspects of managing public infrastructure and assets. This includes active participation and ensuring GNWT representation on various national committees such as:

- Transportation Association of Canada (TAC);
- Northern Advisory Committee to the Standards Council of Canada (NAC);
- Building Technology Transfer Forum (BTTF);
- National Executive Forum for Public Property (NEFPP);
- National Code development committees for the National Building Code, Canadian Electrical and elevator safety codes and standards, Boiler and Pressured Vessels standards development;
- National committees related to climate change mitigation and adaptation.

The ADM, Asset Management leads a team of highly diverse technical skills and abilities and oversees professional in-house design services for public highways, bridges and related structures as well as internal and external professional services for the design of GNWT public buildings and renovations. The ADM also provides leadership for project management of capital and O&M infrastructure projects delivered on behalf of all GNWT departments and may include work on behalf of boards, agencies, and community governments initiated through other departments or under MOU's with third parties (i.e. RCMP agreement).

The position oversees a broad range of life cycle planning, technical support, project management, risk management and property management services to support the decentralized delivery of regionalized infrastructure programs and services. This includes departmental strategic planning and coordination for granular resources, environmental assessment and remediation as well as fleet management.



The ADM Asset Management is a key GNWT interface with the professional design and constructions industries across the NWT.

The position works in collaboration with the ADM, Programs and Services, and ADM, Regional Operations to ensure a high level of fully integrated planning, technical and administrative support is available to front line regional program delivery services at all times.

DIMENSIONS

• Reporting Positions	5 direct, 88 indirect
• Compensation & Benefits	\$9,283,000
• Operations & Maintenance	\$65,358,000
• Grants & Contributions	\$340,000
• Capital	\$88,294,000
• P3 Projects	variable

RESPONSIBILITIES

1. Collaborate and coordinate with the ADM, Programs and Services and ADM, Regional Operations in the planning and delivery of GNWT public infrastructure, property management, environmental management and fleet management programs and services and in the integration of departmental program delivery and performance standards and objectives in regional operations.
2. Co-ordinate with ADM, Programs and Services and ADM, Regional Operations to ensure the necessary strategic, technical and administrative support services are available to support the delivery of all infrastructure, energy and environmental programs and services delivered through headquarters and regional operations.
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 departmental business plans, policies, programs and directives.
5. Involved in the development of policies and programs reflective of the department and Government wide goals and objectives and promote employment and business opportunities for northerners within the department's mandate.
6. Lead the development and ongoing upgrading of all guidelines for the management, design and construction of GNWT public building and transportation infrastructure as well as best practices in project management, risk management and life cycle



management.

7. Establish and maintain best practice guidelines for transportation and building infrastructure design in northern environments including adaptation and mitigation for the impacts of climate change and other challenges.
8. Provide long term strategic leadership in the development and coordination of the Department's environmental strategies and programs including the assessment, monitoring and remediation of department properties across building, airport, highway and marine contexts, including the regions.
9. Lead and direct the development and delivery of capital planning, engineering, architectural and technical services, property management, environmental management, and fleet management to ensure resources and maintenance services are consistent with government objectives and that support is provided to regional staff.
10. Provide leadership for the Department's role in the delivery of major GNWT infrastructure projects through various procurement approaches.
11. Lead the development and ongoing maintenance and continuous improvement of guidelines for best practices in northern infrastructure design, property management environmental remediation and project management for GNWT public infrastructure.
12. Oversee the provision of project management services, including construction management for GNWT capital projects and the provision of leadership and professional advice in the management and delivery of capital projects.
13. In consultation with client departments, identify and resource project management capacity to deliver major capital projects on behalf of all GNWT client departments. Oversee the overall management of the provision of engineering and architectural services including:
 - Development of design and maintenance standards for public buildings;
 - Design review of major buildings and works;
 - Development of maintenance standards for public highways, bridges, marine installations and related structures;
 - Design of public highways, bridges, marine installations and related structures.
14. Lead the provision of expert advice, assistance and contract documentation to departmental regional staff in the following areas of project delivery:
 - Development of policies and procedures for the wide variety of project delivery approaches;



- Provide centralized support for delivery of non-standard, unique, time critical or politically sensitive projects;
- Provide technical and project management support to Regional project delivery staff;
- Assist regional project staff with contract negotiations and dispute resolution.

15. Provide long term strategic leadership with respect to the delivery of technical services and facility planning to other GNWT departments, boards and agencies.

16. Ensure the GNWT is adequately represented on all relevant national technical committees for the development of infrastructure related codes and standards and best practices applicable to the NWT.

17. Lead and provide strategic oversight of GNWT building leases, facility structural audits, and capital planning and property management for GNWT departments, boards and agencies, in headquarters and across regions.

18. Lead the planning and delivery of the risk management safety, deferred maintenance, capital asset retrofit fund (CARF), highways maintenance and improvements and building preventative maintenance programs and services through regional offices; while providing expert advice, support and leadership for the consistency in the delivery and application of programs and policies.

19. 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.

WORKING CONDITIONS:

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.



Mental Demands

There is occasional travel, tight timelines and competing priorities. Decisions can have far-reaching impacts.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of overall infrastructure activities;
- Knowledge of engineering/architectural principles and practices, including contracting practices;
- Knowledge of northern construction techniques and project management;
- Knowledge and awareness of northern context, communities and cultures;
- Knowledge of relevant acts, regulations, guidelines and policies;
- Knowledge of subordinate divisions' core value and business;
- Knowledge of procurement models for infrastructure projects;
- Financial planning, monitoring and evaluation skills;
- Project management skills;
- Time management and prioritization skills;
- Negotiation, leadership, collaboration, human relations and management skills;
- Skilled in effectively managing human and financial resources, influencing and supporting change and encouraging innovative approaches to deliver outcomes;
- Ability to plan, organize and integrate resources and functions;
- Ability to lead and inspire diverse teams to achieve results and build organizational capacity for the future;
- Ability to understand, analyze and solve complex problems within the context of the role;
- Ability to translate strategy into action plans and programs;
- Ability to communicate clearly, both orally and in writing as well as in dealing with committees of the legislative assembly, community and aboriginal government representative, the media and for representing the department or the GNWT at public engagements; and
- 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 engineering or architecture, and ten (10) years of experience in functions related to complex project management, including three (3) years of experience 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:

- Required
- Preferred