



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Assistant Deputy Minister, Labour and Income Security	
Position Number	Community	Division/Region
71-1360	Yellowknife	Directorate

PURPOSE OF THE POSITION

The Assistant Deputy Minister (ADM), Labour and Income Security is responsible for the development and management of a broad range of employment and social support programs. The incumbent is accountable for labour development programs designed to increase the employability of Northern residents and provide for a skilled workforce. The incumbent is responsible for the coordination of the GNWT's involvement in labour matters and regulating working conditions in the NWT. As well, the incumbent is accountable for the development and management of the GNWT's territorial-wide income security programs designed to develop greater financial security.

SCOPE

This position is based in Yellowknife and reports to the Deputy Minister of Education, Culture and Employment (ECE). This is one of four senior positions reporting to the Deputy Minister. The other positions are the ADM of Education and Early Childhood, the ADM of Languages and Culture, and the ADM of Corporate Services.

The Labour and Income Security Branch develops and manages programs designed to meet labour market needs in the NWT, such as labour market programs and services, apprenticeship, trades and occupational certification programs, and immigration programming. As well, the Branch is responsible for enforcement of employment standards and for the design and delivery of a range of income security programs. Primarily, program and service delivery occurs through regional and community service centres and from within Headquarters.

As the Department of ECE has undertaken a process of significant renewal, independent initiatives and approaches often no longer stand alone. It is expected that the ADM will work closely and collaboratively with all ECE ADMs and staff, and representatives from other Government of the Northwest Territories (GNWT) Departments, Indigenous Governments,



education bodies, early childhood educators, junior kindergarten to grade twelve (JK-12) educators, NWT post-secondary institutions, non-government agencies, as well as the public, including students, parents and the community.

The ADM manages a wide variety of programs, all of which contribute to the development and employability of northerners. The GNWT has taken the approach that skills development is essential if Northerners are to become fully engaged in the opportunities available within the NWT.

While employment opportunities and employment levels across the NWT have reached all-time highs, employment tends to occur in specific locations. This means GNWT programs and services must assist youth and adults with information on how to access employment and, more broadly, how to develop a career in an environment where employer needs and social conditions are changing rapidly. As a result, approaches to program and service delivery must be more intensive and innovative.

The organization and delivery of human development programs involve a range of organizations and governments. The GNWT plays a major role in labour force planning and development, and it can achieve its overall goal of maximizing northern employment by working closely with other governments and organizations. The ADM and staff of Labour and Income Security Branch must establish and maintain close working relationships with other relevant GNWT departments, Indigenous governments, the Government of Canada, post-secondary education institutions, industry, and other stakeholders and partners, including the not-for-profit sector. These relationships are essential so that available funding for training and skills development is spent in an effective and appropriate manner. As well, close collaboration with employers and industry organizations is required.

Income Security Programs provide assistance for basic needs such as food and shelter. As well, these programs help to reduce financial barriers to education, training and employment. More than 4,000 households received support through Income Security Programs such as the income assistance, seniors programming and the NWT child benefit. Properly planned and coordinated programming is essential for addressing the needs of individuals and their families and meeting the goals of the GNWT. Close cooperation is required with other departments that provide complementary programming, such as the Department of Finance, Health and Social Services and Housing NWT. Income Security Programs offered through the Department requires the assessment of financial need and referral to support activities and must be delivered in a manner consistent with regulatory and legislative requirements.

Income Security Programs must be carefully coordinated with programs offered by the Government of Canada (e.g., Employment Insurance; Old Age Security; Canada Child Benefit, etc.). Design and implementation of GNWT programs in a manner that is direct and simple and does not conflict with other programming can be complex and difficult. The complex nature and



the high degree of public sensitivity make programming in these areas difficult, demanding and challenging.

The NWT Student Financial Assistance (SFA) program provides financial support to northern post-secondary students. Enrolments increased since the program's inception, and the types and levels of benefits have also changed in response to new challenges faced by students. More than 1,200 post-secondary education students attend studies annually with support from the SFA program. The number of students combined with a large variety of benefits program and a high political profile make this an extremely demanding position.

Reporting directly to the ADM, Labour and Income Security are two Directors (HQ), five Regional Superintendents and the Registrar of Appeals.

Director, Labour Development and Standards

The Director is accountable for providing system-wide leadership, strategic planning, development, design, implementation, delivery and evaluation of third-party federal agreements, budgets and expenditures; career, employment and training programs; labour market programs, information and services; certification of trades and occupations; employment standards; immigration and the Northwest Territories (NWT) Nominee Program. The Director works within a regulated environment and must work in accordance with the *Apprenticeship, Trade and Occupation Certification Act*, *Employment Standards Act*, *Occupational Training Agreements Act*, *Post-Secondary Education Act*, *Aurora College Act*, *Scientists Act*, *Education Act*, *Student Financial Assistance Act*, *Official Languages Act of the NWT*, and the *Financial Administration Act*. The Director also works within an unregulated environment that may be guided by federal agreements or from broad direction from the Legislative Assembly. The Director manages the planning, development and implementation of apprenticeship programs, career development programs and occupational certification training programs.

Director, Income Security Programs

The Director is accountable for providing system-wide leadership, strategic planning, development, design, implementation, delivery and evaluation of income security programs to eligible residents of the NWT. This position works within a legislative and policy framework and carries out its responsibilities in accordance with NWT acts, regulations, policies and departmental procedures, including the *Social Assistance Act*, the *Student Financial Assistance Act*, the *Senior Citizens Benefits Act*, and the *Financial Administration Act*. The Director manages a number of income security programs funded by the GNWT, including the Income Assistance Program, Student Financial Assistance Program, Senior Home Heating Subsidy, Senior Citizens Supplementary Benefit and the NWT Child Benefit.

Regional Superintendents (5 Regions)

The Regional Superintendents of the Beaufort Delta, Sahtu, Dehcho, South Slave and North



Slave Regions direct the planning, delivery and management of a broad range of employment, social, and educational programs and services for its clients through the Regional ECE Service Centres and community offices. The programs and services provided include Income Security, Career Development, Apprenticeship and Early Learning and Child Care. Regional Superintendents play an integral role as members of senior management teams within the regions.

Registrar of Appeals

The Registrar of Appeals administers the appeal process and appointment process as defined by related acts, regulations, policies and guidelines, and provides administrative support to Boards, Committees, Adjudicators and Review Groups in carrying out the various responsibilities under the following legislation: *Social Assistance Act*, *Student Financial Assistance Act*, Senior Home Heating Subsidy Policies, and the *Employment Standards Act*.

DIMENSIONS

- Reporting Positions (8 direct, and 118 indirect)
- Compensation & Benefits (\$15.3M)
- Operations & Maintenance (\$44.6M)
- Grants & Contributions (\$26.8M)

RESPONSIBILITIES

1. 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.
2. Provide senior level expertise, advice and strategic recommendations to the Deputy Minister and Minister on legislation, policies and strategic initiatives related to labour development and income security programs and services. This will include Ministerial briefing notes, Cabinet and Financial Management Board submissions, correspondence and reports.
3. Lead the development of strong, effective partnerships and alliances with Indigenous Governments, the Government of Canada, other GNWT departments, post-secondary education institutions, industry, and other stakeholders and partners to establish cooperative programming designed to meet the needs of the Northern labour force.
4. Direct high level research and analysis on labour development and income security issues, to direct policy and program development, implementation, evaluation and revision of



major initiatives designed to support residents with financial security and increase northern participation in employment opportunities.

5. Lead consultation and engagement activities with a wide range of partners and stakeholders to gather feedback on labour market and income security priorities, programs and services.
6. Oversee the development and implementation of broad-based, interdepartmental government frameworks, strategies and agreements, including performance measures and reporting requirements.
7. Negotiates with the Government of Canada on joint federal/territorial agreements, programs and initiatives.
8. Oversee the management of third-party service agreements operated on behalf of the Government of Canada, industry and Indigenous Governments.
9. Directs the development and revision of all legislative and policy initiatives, including legislative amendments, inter-departmental and inter-governmental protocols and agreements consistent with the goals and strategic priorities of the Legislative Assembly.
10. Accountable for the management, design, organization, operation and delivery of Income Security Programs (income assistance, student financial assistance, seniors' benefits, child benefits, etc.).
11. Accountable for the management, design, organization, operation and delivery of labour development programs (labour market programs, small community employment support program, apprenticeship, trade and occupation certification programs, nominee program, etc.)
12. Accountable for the administration and enforcement of the *Employment Standards Act*, and the management and operation of the Employment Standards Office.
13. Provide strategic leadership, direction and advice to Regional Superintendents to facilitate effective, efficient and responsive regional operations, including the delivery of programs and services to regional centres and communities.
14. Evaluates monitors and assesses results from program and service delivery of branch activities.
15. Oversees the operation of the Registrar of Appeals office, the administration of appeal mechanisms and ensures that processes are in compliance with related acts, regulations, and policies.



16. Ensures human resource procedures regarding staffing, developmental assignments, succession planning and discipline are followed in accordance with GNWT policies.
17. Ensures that financial administration procedures related to budgets, variance reports, salaries and other financial matters are followed in accordance with GNWT policies.
18. Participates in strategic and other planning activities of the Department.
19. Represent the Department at the senior official level on a wide range of intra-governmental and inter-governmental committees dealing with training, employment, labour, immigration, apprenticeship, labour mobility, foreign qualification recognition, and income security.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands

Mental Demands

The incumbent must manage deadlines and competing priorities. The position works with individuals who hold strong views which may disagree with the overall direction of the GNWT or ECE.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the NWT and federal social/political environment.
- Knowledge of current trends related to poverty and labour market development; and ability to work effectively with Northern Indigenous governments and organizations.
- Knowledge of policy development, communications planning and strategic planning and an ability to apply this knowledge in a rapidly changing and complex governance structure.
- Knowledge of inter-governmental affairs, processes and protocols.
- Knowledge of parliamentary, legislative and policy processes and protocols.
- Knowledge of northern culture and the environment;
- Knowledge of program planning, development and evaluation.



- Knowledge of project management and the ability to lead large and complex projects from development to implementation.
- Knowledge of strategic planning, budgeting, and program management
- Knowledge of human resource, financial, and operational management practices
- Oral and written communication skills and ability to prepare presentations, briefing notes, charts and graphs, reports and publications for a wide variety of audiences.
- Judgment and problem-solving skills to deal with a variety of issues, many of which are immediate, sensitive and controversial
- Planning and organizational skills to translate the government and departmental vision into achievable goals and actions.
- Ability to analyze, interpret and evaluate a wide range of information and to apply it within the unique socio-political environment of the NWT.
- Ability to build and maintain excellent working relationships with colleagues in the GNWT, with colleagues working across multiple systems in ECE, and with partners outside of government
- Ability to lead a multi-faceted, professional team in a cross-cultural environment.
- Ability to effectively represent ECE and its position accurately and professionally in a variety of consultations, meetings, presentations and other situations.
- Ability to anticipate issues and needs to provide support to staff, partners and stakeholders
- Ability to work effectively and diplomatically with a wide range of internal senior managers as well as external stakeholders and senior representatives
- Ability to make effective decisions involving multiple considerations.
- Ability to work under pressure and effectively delegate in an environment with compressed deadlines and multiple deliverables.
- 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:

Completion of a University degree in the social sciences or a related field; and
Ten (10) years of progressive, related experience, including three (3) years of management experience

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