



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Director of Planning, Research and Information Management	
Position Number	Community	Division/Region
71-13997	Yellowknife	Planning, Research and Information Management

PURPOSE OF THE POSITION

The Director of Planning, Research and Information Management (PRIM) position is responsible and accountable within the Department of Education, Culture and Employment (ECE) for providing overall leadership, oversight and advice on the development and implementation of comprehensive frameworks and strategies for organizational strategic and business planning; evaluating programs; performance measurements and targets; information management, and integrating risk-management relevant to ECE's mandate and priorities. The position is also responsible for managing access, privacy and records management requests; as well as the research and analytical reporting needed to better inform the department's program managers. The position acts as the Department's representative within the GNWT-wide emergency management program and is responsible for departmental business continuity as part of the GNWT emergency management program.

SCOPE

Located in Yellowknife, the position reports directly to the Assistant Deputy Minister of Corporate Services. The position operates in a complex intra- and inter-departmental environment to support several departmental and the Government of Northwest Territories (GNWT). The position works closely with approximately 50 program and senior managers in the department, to provide the Deputy Minister and the Minister with information and data to support planning and evidence-based decision-making for a wide variety of departmental programs and services and in support of corporate GNWT responsibilities.

The position works in close cooperation with education bodies, GNWT central agencies, other GNWT departments, professional associations, federal, Indigenous and provincial governments, academic institutions, non-government organizations and other interest groups as required. The position is a member of the department's Senior Management Committee. The position is responsible for supervision of 9 positions and has a budget of approximately \$1.4 million.



Reporting directly to the position are the Manager of Information Services and Manager of Strategic Planning, Research and Evaluation.

DIMENSIONS

- Reporting Positions (2 direct, and 6 indirect)
- Compensation & Benefits (\$1.4 million)
- Operations & Maintenance (\$48,000)

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. Provides vision and leadership for the information management, research, program evaluation, strategic planning, reporting, access and privacy, records management, and emergency management services within ECE and provides advice to Education Authorities and Aurora College in related matters. This involves working with senior management towards efficient, effective programming across the education, culture and employment mandate and includes attracting, retaining and motivating well-qualified staff and developing an accountability culture across the Department.
3. **Strategic and Organizational Planning**
Working closely with senior management, leads, coordinates and implements departmental strategic, business, work plan, and transitional planning processes as they relate to the department's mandate and the education system. This work involves developing recommendations for senior management review; liaison and consultation with central agencies; developing strategies for resource allocation (human resources; financial); and close consultation with education bodies and departmental program managers
4. **Research and Analysis.**
Directs research and analysis to inform and assist in the monitoring and forecasting of key indicators. Interprets and communicates key datapoints and research findings to senior managers and leadership. This includes undertaking research to inform decision-making.
5. **Information Management.**
Directs activities associated with the development and maintenance of an information management program for the Department of ECE, including the administration of the *Access to Information and Protection of Privacy Act* and the organization and operation of the department's record management system as guided by the GNWT's Corporate Information



Management staff. Acts as the department's Designated Privacy Officer as a liaison between ECE and the Department of Justice's Access and Privacy Office.

Collaborates on the development, implementation and maintenance of policies, guidelines and/or standards for ensuring compliance with access to information; protection of privacy; and personal records and documents. Manages the development and implementation of departmental information management and systems policies for paper and electronic records including the retention, destruction and archival storage requirements, as well as technology systems.

Ensures that all departmental policies align with the GNWT Office of the Chief Information Officer (OCIO) and the Corporate Records Management information, communication and technology policies.

Directs and implements a comprehensive approach for program monitoring, evaluation, and accountability. Collects, maintains and analyzes data necessary for overall planning, monitoring, evaluation, and/or accountability approaches as well as policy development, adhering to established privacy policies.

6. Program Evaluation

Directs and implements a comprehensive approach for program monitoring, evaluation, and accountability. Collects, maintains and analyzes data necessary for overall planning, monitoring, evaluation, and/or accountability approaches as well as policy development, adhering to established privacy policies.

7. Risk Management

Directs and oversees the development and implementation of an Enterprise Risk Management Framework, and reports results through a risk management lens/matrix.

8. Information Systems

Represents ECE's information services needs by collaborating with the GNWT Technology Services Centre (TSC), the GNWT Information Shared Systems Services (ISSS), the NWT Bureau of Statistics, and education bodies.

9. Emergency Management.

Directs the development, testing, review, updating, and implementation of ECE's business continuity program and acts as the ECE representative within the larger GNWT-wide emergency management program of activities.



WORKING CONDITIONS

Assumptions are that the incumbent is reasonably suited to the job, and performs competently, and that all appropriate measures have been taken to mitigate undesirable working conditions.

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will encounter tight deadlines and competing priorities.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of strategic planning, business plan development, social science research methods, program evaluation, performance measurement, and risk management.
- Ability to analyze, evaluate and interpret a wide range of information and apply it within the unique socio-political environment in the NWT.
- Ability to acquire knowledge of GNWT records management policies, and access to information and protection of privacy legislation.
- Knowledge of project management and ability to lead large and complex projects from idea to implementation.
- Written and oral communication skills, including presentations, briefing notes, charts and graphs, reports and publications for a wide variety of audiences
- Ability to build and maintain working relationships with internal and external colleagues. .
- Knowledge of and ability to apply generally accepted approaches to accountability planning, monitoring and reporting, including the ability to adapt to evolving governance structures.
- Knowledge of the principles and practices of performance measurement.
- 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:

Typically, the above qualifications would be attained by the completion of a university degree in the social sciences or a related field, plus 8 years' experience, including at least 3 years' 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: Select Language

- ☐ Required
- ☐ Preferred