



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Director, Finance and Capital Planning	
Position Number	Community	Division/Region
71-13998	Yellowknife	Finance and Capital Planning

PURPOSE OF THE POSITION

The Director, Finance and Capital Planning is accountable to lead the planning, implementation and monitoring of all financial transactions and financial reporting as well as capital planning for the Department of Education, Culture and Employment. The Director plays a lead role in the establishment and maintenance of financial allocation and financial accountability frameworks for the Department, including its five regional service centres, ten education bodies and network of post-secondary institutions. Responsibilities also include providing strategic financial advice to the Minister, Deputy Minister and senior managers, providing support and advice in order to promote effective and efficient financial administration, and preparing financial documents as well as capital planning documentation and advice for the Minister and Deputy Minister in respect of appearances before legislative committees. The Director is responsible to perform departmental comptrollership duties as directed by the Financial Management Board and the Comptroller General, as per Financial Administration Manual Directive 110.

SCOPE

The Director, Finance and Capital Planning reports directly to the Assistant Deputy Minister, Corporate Services. The Director is accountable for financial and capital planning activities related to schools and Aurora College, and service delivery, including income security and student financial assistance, within the Department. The Division's mandate is to provide strategic financial advice and support to senior managers and make recommendations to the Minister and Deputy Minister, advising them of options and alternatives for addressing financial matters. The Director is directly accountable for the work of 20 staff, including 6 managers, and a total departmental budget of approximately \$358 million which includes the Division's \$6.6 million operating budget and a third-party budget of approximately \$7.4

million. In addition, the Director is responsible for the departmental capital acquisitions budget in the order of \$20 million. The effective fulfillment of the Division's mandate requires close cooperation with internal/departmental and external partners, including education bodies, professional associations, federal, provincial, territorial and Indigenous governments, non-government organizations, the Department of Finance Management Board Secretariat, the Office of the Comptroller General and other interested groups.

In accordance with FAM 110 the Director:

- a. Provides financial management and administrative advice and direction in accordance with GNWT and other legislation, policies, practices, directives, and established procedures;
- b. Responsible for the operation and control of the accounting function of the Department;
- c. Provides advice on budget preparation, the financial implications of proposed legislation, policy, programs and practices and of planning and operating alternatives; and
- d. Performs departmental comptrollership duties as directed by the Financial Management Board and the Comptroller General, including financial reporting to prepare the organization's financial statements and the GNWT Public Accounts, and other reporting as required by the Management Board Secretariat, including requirements described in the Planning and Accountability Framework of the GNWT.

Key to success in this position is the management and general oversight of intra- and inter-departmental files and priorities. Thus, the incumbent must work closely with program and senior managers of the Department in the facilitation of evidence-based decision making at all levels of departmental activity.

The Department of Education, Culture and Employment has a complex and multi-faceted mandate within the Government, and through its many programs and services, touches the lives of NWT residents across the lifespan, including the most vulnerable such as school-aged children and families living on the economic margins relying on government assistance.

As stated in the establishment policy, the mandate of the Department is to provide residents of the Northwest Territories with access to quality programs, services and support to assist them in making informed and productive choices for themselves and their families with regard to education, training, careers, employment and labour, child development, languages, culture and heritage. The Department is also responsible for assisting individuals to meet their basic financial needs.

The many facets of the Department's mandate (including income security, early learning and child care, JK-12 education, post-secondary education, labour market development, culture and heritage, and official languages) is compounded by the North's relatively complex operating environment, including its population which presents unique demographic and socio-economic characteristics in comparison with the rest of Canada. Added to that is the vastness of the area we serve. The NWT covers 1.2 million square kilometers with a scattered population of approximately 45,000, living in 33 communities, many of which are not

connected by road and accessible only by air. As well, our population is ethnically diverse, falling into four major population groupings: First Nations (primarily Dene), Inuit, Metis and other northerners. Due in part to this diversity, the Government of the Northwest Territories recognizes eleven official languages, 9 of which are Indigenous. Unlike elsewhere in Canada, our political landscape is extremely complex and evolving, with one land, resources and self-government agreement, one self-government agreement, three settled land and over ten sets of active land, resources and self-government negotiations and several trans-boundary negotiations. This matters to the Department, as it needs to prepare for the time when Indigenous governments decide to exercise their negotiated law-making authorities over the areas now falling to the department, including income security programs, early learning and child care, JK-12 education, and post-secondary education. Lastly, the department's governance system is highly decentralized with education bodies receiving nearly half the departmental budget to deliver education.

In light of this challenging mandate and complex operating environment, the Department devises innovative and well-integrated solutions. The Director, Finance and Capital Planning plays a significant role in ensuring solutions are attained by leading in the development of:

- lateral, systems-wide thinking in support of program integration wherever possible;
- holistic and multi-disciplinary approaches to complex problem areas;
- leaner, more efficient service delivery;
- well-defined project charters, including implementation plans and pre-approved budgets for larger departmental projects;
- evidence-based decision-making;
- solid research supporting the Department's work;
- matrix management and inter-departmental collaboration;
- transparent communication in support of public accountability;
- clearly articulated roles and responsibilities between the Department and education authorities, including the College and post-secondary institutions (i.e., improving governance and accountability frameworks with ECE's partners); and
- strategic partnerships across sectors, communities and government agencies.

The Director, Finance and Capital Planning also provides guidance and direction to all managers and staff in the areas the division is responsible for. A key task of the division is to ensure the two diverse program branches of the department work from one clearly-articulated policy base and not as quasi departments in their own right.

With nearly half of its budget going to partners such as education bodies, the Finance and Capital Planning Division must ensure fiscal accountability.

By way of background, the Education and Culture Branch of ECE is responsible for the regulation and development of the early learning and child care system, development and evaluation of education programs for schools from junior kindergarten to grade 12 and for Aurora College. It also promotes the preservation of Northern culture and heritage. Programs

and services of the branch are delivered by departmental staff, elected education bodies, Aurora College, the public library system and the Prince of Wales Northern Heritage Centre.

The Labour and Income Security Branch sets standards for and funds the operation of programs designed to increase employment in the NWT, such as post-secondary education, career development, apprenticeship and occupational certification and immigration. The Branch administers compliance with employment-standards legislation and is responsible for the design and delivery of a range of income security programs. Program and service delivery occurs through 5 regional service centres and departmental headquarters

To support the two branches, and maximize collaboration, program harmonization and integration, the Department has three corporate service divisions: Policy, Legislation and Communication; Planning, Research and Evaluation; and Finance and Capital Planning. Together, these divisions enhance intra-departmental collaboration through coordinated activities and the setting of standards and expectations. Corporate service directors are expected to speak with a coherent and unified voice and lead the Department in strategic long-range planning; evidence-based decision-making; testing and evaluating performance targets; allocating, accounting for and wisely managing scarce resources; and engaging in forward-thinking research.

DIMENSIONS

- Reporting Positions (7 direct, approximately 18 indirect)
- Compensation & Benefits (\$2.3m)
- Operations & Maintenance (\$0.3m)
- Chargeback Expenditures (\$4m)
- Capital (\$20m)

Reporting directly to the Director, Finance and Capital Planning are the following:

Manager, Financial Operations: The Financial Operations section is responsible for managing the Department's administrative and comptrollership requirements and for providing internal audit and advisory functions. It also maintains the tangible asset system for the Department and its authorities. The section is responsible for the preparation of revenue projections and associated aspects of Main Estimates and Variance Reports. The section is also responsible for collaborating with other relevant GNWT departments to administer contracts for the department and overseeing purchasing activities of the Department. The section manages the delegation of signing authorities under the *Financial Administration Act*. The section and Director exercise payment authority pursuant to authorities delegated by the Comptroller General.

Manager, Financial Planning: Accountable for the overall coordination and management of the approximately \$358 million operation and maintenance budget and for the effective and efficient use of public funds for educational, cultural, employment, and income-security programs in accordance with departmental legislation and policies. Responsibilities include

providing expert advice to senior managers in planning for and managing departmental program and expenditure requirements. The section coordinates all major budgetary exercises, including Main Estimates, for the Department and is tasked with supporting the integration of the financial aspects of business planning activities associated with systems-wide exercises.

Manager, Education Authorities and College Services: Accountable for supporting education bodies in the operation of the standardized accounting system; administering contributions and monitoring the financial management of the education bodies and Aurora College; and providing financial planning advice and support to senior managers within the Department. The section is also responsible for the development and implementation of funding-allocation systems that result in the distribution of resources to education bodies/post-secondary institutions and for monitoring their financial activities.

Manager, Capital Planning: Accountable for the planning and monitoring of all capital projects and O&M projects, as well as ensuring ongoing protection of ECE capital infrastructure within the school, college, library, cultural and museum systems to ensure the appropriate and necessary facilities and equipment are available. This section provides advice to ECE, education bodies and Aurora College and is the first point of contact regarding ECE facilities and education reserves. This section is responsible for design and delivery decisions, meeting the needs of the project stakeholders, conducting needs assessments, managing assets, developing the Capital Plan, monitoring capital and O&M projects, providing information to complete variance reports, carry-over and contribution agreements, and preparing FMB submissions and MOUs.

Manager, Early Learning and Child Care: Accountable for supporting the Early Learning and Child Care division in the financial administration of the inter-linked suite of funding programs; administering grants and contributions and monitoring the financial management of funding provided to the ELCC system and providing financial planning advice and support to senior managers within the Department. Responsible for the financial reporting to the various government sources and as well leading the financial audits process for external authorities. The section is also responsible for the development and implementation of funding-allocation systems that result in the distribution of resources to the ELCC system and for monitoring their financial activities.

Manager, Education Act Modernization: Act as the lead subject matter expert for the FCP division as part of the broader Education Act Modernization (EAM) process and team. Work in tandem with other subject matter experts of the EAM team to provide advice to senior management and decision makers. Ensure the School Funding Framework (SFF) is in alignment with the modernized *Education Act*. Transform and implement an improved and revamped SFF to promote efficiency and effectiveness, reduce duplication and promote maximum investment into learning and improving student outcomes. Develop financial modelling, scenario analysis, jurisdictional scans and decision models that recognizes the existing level of investment for JK-12 and where needed, identifies additional investments required.

Corporate Services Assistant: Accountable for a variety of administrative support for all of the Divisions within the Corporate Services Branch of the Department.

RESPONSIBILITIES

1. Leads the development and management of the Capital Estimates and Main Estimates and coordinates the preparation and consolidation of Financial Management Board submissions into documents reflective of departmental priorities.
2. Prepares, analyzes and consolidates the departmental budgetary development exercise, Business Plan, Main Estimates, monthly Variance and Forecast Reporting, and Supplementary Estimates.
3. Develops budget documents and briefing materials for Main Estimates and Business Plan.
4. Prepares briefing binders for the Minister and ECE Executive team to support Business Plan, Main Estimates, and Supplementary Estimates.
5. Leads the development and implementation, evaluation and revision of the Department's ongoing infrastructure plan required for capital planning and business planning to ensure adequate, appropriate and sustainable infrastructure is available in the NWT for the delivery of educational and cultural activities.
6. Administers the Department's resources by identifying existing and potential problems and by ensuring that comprehensive financial information and advisory services are available to effect planning cost control.
7. Prepares routine and ad hoc financial reports and submissions for presentation to the Financial Management Board.
8. Provides timely information and assistance (including annual reports from boards and agencies) for the preparation of the Public Accounts, as required by the Comptroller General and in accordance with schedules published annually by the Government Accounting Division, Finance.
9. Responds to all requests for information by the Auditor General of Canada on a timely basis.
10. Leads the development and implementation, evaluation and revision of an effective accountability framework in order to ensure distribution of funding to various ECE divisions, regions, colleges and other ECE funded agencies, and monitors adherence to the framework.

11. Re-engineers, reviews and implements new financial-management techniques to support the Department's program managers, education boards, colleges and other ECE funded agencies.
12. Leads the development and implementation of the Department's financial policies, systems and procedures to ensure effective planning and efficient operation.
13. Prepares reports that analyze the administrative and financial impact of new and evolving programs or legislation, including changes to the *Financial Administration Act* and Directives.
14. Monitors all financial activities of the Department and its education authorities and prepares reports and recommendations for the Minister and Deputy Minister, advising of options and alternatives for addressing financial matters and for ensuring adherence to the *Financial Administration Act*.
15. Provides professional advice to the Department's senior management team on all financial matters executing payment authority for the Department and coordinates with GNWT central agencies and other departments as required.
16. Prepares cost-sharing claims on a timely basis, consulting with program staff on the development of cost-sharing initiatives and meeting with federal representatives.
17. Provides support to ADMs, directors, superintendents and managers regarding salary management, succession planning, and administration.
18. Manages the Division's financial and human resources, including preparing annual work plans and performance reviews, recruiting staff, and providing staff with training opportunities.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

There are considerable demands placed upon the incumbent by internal and external stakeholders to quickly develop solutions and achieve results. The incumbent must manage very tight deadlines, competing priorities and complex issues.

KNOWLEDGE, SKILLS AND ABILITIES

- Seasoned knowledge of accounting procedures, generally accepted accounting principles (GAAP) theories and practices. The incumbent should be able to interpret and implement Canadian Institute of Chartered Accountant (CICA) guidelines for public agencies as prescribed by the Public Sector Accounting Standards Board (PSAB) and evaluate complicated policies and proposals.
- Seasoned knowledge of internal controls systems financial expenditures, revenues and asset protection.
- Seasoned knowledge of budgeting, government budgeting processes, financial analysis and reporting including the ability to prepare financial reports and statements.
- Knowledge of human resources legislation, policies and procedures particularly in the areas of staffing and performance management.
- Knowledge of contract management for administration of contracts, audit processes to assist in audits.
- Current knowledge of educational administration and the challenges faced by the Department and associated education bodies.
- Ability to act independently and anticipate issues and needs to provide on-the-spot information, advice and interpretation to lawyers, consultants, other government departments, the Department's senior management and the Financial Management Board.

Typically, the above qualifications would be attained by:

The completion of a Degree in accounting, finance or business administration or a related field supplemented by an accounting designation (i.e. CA, CGA or CMA) and 10 years of progressive and directly related experience, preferably in government, which includes 4 years in a management capacity.

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