



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Manager, Strategic Planning and Evaluation	
Position Number	Community	Division/Region
71-15107	Yellowknife	Planning, Research and Evaluation/HQ

## PURPOSE OF THE POSITION

The Manager, Strategic Planning and Evaluation position exists to manage the strategic planning and evaluation unit of the Planning, Research and Evaluation (PRE) Division. The purpose of the position is to develop and maintain a comprehensive system-wide strategic planning, monitoring, and reporting framework for the Department of Education, Culture and Employment (ECE), which entails, managing, leading, and coordinating the research, design, implementation, monitoring, and reporting of various system-wide strategic or business plans/frameworks and their associated action and performance measurement plans. The end result of the work of the Manager, Strategic Planning and Evaluation position is effectiveness, efficiency, continuous improvement and accountability across education, culture, and employment programs and services.

## SCOPE

The Manager, Strategic Planning and Evaluation position is located in Yellowknife, and reports to the Director of PRE.

The position is responsible for supervising permanent, term and casual employees and developing, implementing and managing planning and reporting services that impact the budgets and sustainability of programs and services across the ECE system including its Education Authorities and Aurora College. The total of the budgets that have planning and reporting requirements attached to them are approximately \$330 million.

The Manager, Strategic Planning and Evaluation is relied on for decision making that could significantly impact program design, development and implementation affecting the priorities of the Department as well as the success of NWT residents who are served by decision makers at all levels across ECE, other Social Envelope Departments and the members of the

Legislative Assembly. As such, the incumbent is required to have an in-depth knowledge of ECE programs, strategies, services, and policies in order to design, lead, and execute system-wide planning, monitoring, reporting and accountability activities.

Additionally, because of the interdepartmental collaboration required on key issues, the results of the position's work has the potential to affect the budgets of other GNWT Departments and organizations that are responsible for, or are stakeholders in, the education, culture and employment of the residents of the NWT, including indigenous organizations, post-secondary institutions, and members of the public.

This position operates in a matrix management environment and the incumbent may take direction from other senior departmental managers on a project-by-project basis with regard to the implementation of the Department's mandate, and will also assign tasks to the staff within the Strategic Planning and Evaluation unit as required, and approved by the Director.

The Manager, Strategic Planning and Evaluation manages an annual budget of approximately \$400,000 and supervises 1.0 FTE Planning and Reporting Specialist, as well as term, casual and relief employees as needed, and manages strategic planning and reporting contracts as needed. The Manager also supports employees across the Department's Headquarters and Regional Offices on a regular basis, and Education Bodies, as required.

## **RESPONSIBILITIES**

### **1. Manages the strategic planning, monitoring, and reporting activities led by the Department and represent the Department's interests with all strategic planning and reporting approaches involving or impacting the Department by:**

- Developing and implementing a comprehensive, system-wide strategic planning, monitoring, and reporting framework, and associated action plans, performance measurement plans, policies, procedures and guidelines.
- Determine the need for the depth and scope of strategic planning, monitoring, and reporting activities necessary to provide for continuous improvement and accountability across education, culture, and employment programs and services in the most effective and efficient way.
- Designs, executes and oversees research related to strategic planning, monitoring, and reporting topics and complete a quarterly newsletter/report for distribution so that the information can be applied across the Department.
- Manages and applies a project governance framework approach for all project related work, including the creation of steering committees and advisory committees, workplans, Terms of References, meeting agendas, and status reports.
- Prepares briefings and other material for senior management and may be called upon to speak to these materials.
- Makes evidence-based recommendations to senior management for improvement and prioritization system-wide planning and reporting mechanisms.

- Developing and implementing goals, objectives, and annual workplans for the continued development and provision of a system-wide strategic planning, monitoring, and reporting approach.
- Designing, coordinating and implementing in-service training to all levels of employees within headquarters, as well as the relevant employees in the regional offices advises Education Authorities on planning and reporting.

**2. Executes planning, monitoring and reporting activities to ensure continuous quality improvement and increased alignment and compliance across education, culture and employment programs and services:**

- Acts as the primary resource for Departmental staff for advice, support, and assistance in carrying out strategic and business plan activities and advises the Education Bodies and Aurora College as appropriate.
- Identifies priorities and conducts revisions to strategic and business plans as well as reporting approaches to ensure they support and accurately align with the activities and responsibilities of the Department.
- Ensures scheduled planning, monitoring, and reporting exercises are carried out in a collaborative and objective manner.
- Researches and analyzes trends in education, culture and employment from other jurisdictions and the academic community to support strategic and business plan development
- Monitors the political, environmental, social and economic surroundings with respect to implications for the development of strategic and business plans for recommendations to senior management.
- Coordinates input from internal and external stakeholders as required to support the development of effective implementation plans.
- In collaboration with the Manager of Research and Program Evaluation and other staff within the Research and Evaluation Unit, conducts comprehensive evaluations of strategic plans and policies to include an assessment of effectiveness and efficiencies, and compliance to legislation and budget/resources.
- Conducts ongoing data collection and reporting of actions plans or performance measurement plans, as required.
- Provides strategic advice and reports results and recommendations of strategic planning, monitoring, and reporting approaches as appropriate to various levels of Departmental Senior Management, program managers, the Minister and the public so they can make informed decisions and ensure continues quality improvements.
- Develops and fosters positive working relations while establishing and maintaining open communications with a variety of stakeholders.

**3. Manages, guides and develops assigned employees by:**

- Supervising and training assigned employees to implement the activities of the Strategic Planning and Evaluation Unit.
- Informing staff about governmental, departmental and divisional priorities which drive the goals and objectives of the division and the Unit.

- Developing short and long term goals and objectives for the Strategic Planning and Evaluation Unit in line with the governmental, departmental and divisional priorities, in consultation with the Director of PRE.
  - Establishing annual workplans for employees in the Unit that are in alignment of the Unit's goals and objectives for the continued development and provision the Departmental information management program.
  - Delegating tasks, providing coaching and reviewing deliverables and results.
  - Developing the skills, knowledge and abilities of employees members by providing learning opportunities, providing feedback and managing performance.
  - Managing the Unit's budget and expenditures.
- 4. Supports the Department's participation in and contributions to interdepartmental initiatives through preparation of material, participation in Working Groups, and presentation of strategic and business plans and policy evaluation results:**
- Prepares briefings, submissions and presentations in support of divisional operations and Ministerial and senior management information requirements.
  - Represents the Department in Working Groups and/or committees at the Federal/Provincial/Territorial level, as needed.
  - Liaises with external partners to ensure high quality, reliable information is collected, analyzed and reported.
  - Maintains professional working relationships with external partners.
- 5. Acts as Director of PRE, as required.**
- 6. Perform other tasks, duties and functions as assigned by the Director of Planning, Research and Evaluation.**

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

The incumbent is expected to spend long periods using a computer, which can cause eye and muscle strain. The incumbent will experience periods of intense concentration in order to produce documents and enter and tabulate large data sets. The incumbent must also be able to rapidly switch sensory attention from one activity to the next due to the variety of files maintained, competing priorities and unexpected disruptions in concentration.

## **Mental Demands**

The mental and emotional stress is moderate to extreme in this position. The need for accuracy, diplomacy, timeliness, and political sensitivity is expected due to the nature of the work and potential significant public and political scrutiny. The incumbent is expected to think analytically, quickly, laterally and concentrate intensely. The incumbent is routinely involved in several projects simultaneously, which requires prioritization of work to meet competing demands. The incumbent deals with senior managers in a variety of organizations on sensitive issues where there are frequently changing priorities, conflicting interests and differing perspectives.

The incumbent may be expected to travel at various times throughout the year.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Comprehensive knowledge of strategic planning, performance measurement, reporting and accountability theories, practices and resources.
- Superior knowledge in large-scale and cross-program strategic planning and major policy frameworks within a government, bureaucratic, or political organization.
- Superior knowledge in social science research design, including qualitative and quantitative analysis and mixed methods approaches.
- Advanced understanding of managing multiple projects.
- Advanced knowledge of administrative procedures including budget management, business planning, and financial reporting.
- Advanced knowledge of employee performance management including, the provision of constructive feedback, guidance, and ability to resolve conflict and differences of opinion.
- Knowledge of the geographic, social and political factors and issues which affect the delivery of early childhood, K-12, and postsecondary education; official languages and cultural programming; income security and labour programs.
- Knowledge of GNWT Acts, Regulations, programs, policies and structures related to the divisional and departmental work.
- Knowledge of multiple computer and web-based programs, including statistical software.
- Analytical, research and interpretation skills to comprehend a wide range of information and to suggest and support the development and implementation of tailored planning and reporting processes.
- Ability to manage information and apply it within the unique socio-political environment of the NWT and in accordance with established protection of privacy policies.
- Advanced written skills for a variety of products including correspondence, briefing material, strategic planning, business planning and evaluation products (both technical and summary).
- Ability to operate as a fully accountable member of a management team.
- Ability to communicate findings effectively in ways that are meaningful to a variety of audiences with varying levels of background, knowledge and education.

- Ability to provide training, mentoring, and support to others in the Department to build professional capacity in the areas of strategic planning and reporting.
- Training and facilitation skills for meetings or workshops.
- Ability to balance priorities and implement strong planning, organizational, project and change management skills through the use of sound judgment.
- Ability to develop and articulate a vision and inspire others.
- Ability to communicate clearly and succinctly in writing and verbally to a variety of audiences with varying levels of background, knowledge and education, including senior staff of the Department across a variety of technical fields.
- Ability to deal tactfully with all types of people in occasionally stressful situations with a focus on consensus building.
- Ability to use and adapt easily to new programs, processes, and tools related to all aspects of this role.

**Typically, the above qualifications would be attained by:**

A Master's Degree in the fields of social science, public health or public administration.

5 years progressive work and writing experience in strategic planning, program development, policy development, or program analysis, including 3 years directly managing employees and budgets.

Credentialed Evaluator designation with the Canadian Evaluation Society is preferred.

Experience in the fields of education, culture or employment industries an asset.

**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