



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Director - Forum of Labour Market Ministers (FLMM) Secretariat	
Position Number	Community	Division/Region
71- 16190	Yellowknife	Directorate

PURPOSE OF THE POSITION

The Director is responsible for overseeing the coordination, facilitation and implementation of the activities of the Forum of Labour Market Ministers (FLMM) Secretariat to ensure it achieves its mandate. The Director works through the Secretariat to provide analysis, advice and recommendations to the Assistant Deputy Minister (ADM), Deputy Minister (DM) and Minister, as well as counterparts across Canada in order to facilitate implementation and accountability to priorities and direction set by Ministers, DMs and Senior Officials (SOs).

SCOPE

The FLMM was created in 1983 to promote discussion and cooperation on common labour market matters. The FLMM is composed of FPT Ministers responsible for labour market policies and programs.

The Director leads the development of policy direction and initiatives to advance Pan-Canadian labour market interests set by the FLMM, including:

- Directing the implementation of Pan-Canadian labour market initiatives;
- Developing options to implement new, changing and emerging labour market initiatives for the FLMM;
- Developing options to realign the FLMM governance and working group structure to align with new and changing priorities and initiatives undertaken by the Forum;

- Coordinating agenda and decision making processes for meetings of federal, provincial and territorial (FPT) FLMM officials, reflective of priorities set by Ministers and consistent with Secretariat mandate, priorities and work plan;
- Provide SOs with expert advice and direction (in writing and orally) and support and guidance to committees/working groups to facilitate implementation and accountability to priorities and direction set by Ministers, DMs and SOs; and,
- Ensuring effective inter-committee and intra-committee relationships, oversight and management of project funds, contracts and financial processes. This position is accountable to develop, facilitate, lead, and direct major strategies that drive increased interprovincial cooperation and collaboration on significant labour force issues that impact economic opportunities, labour mobility, and business productivity across Canada.

The federal Department of Employment and Social Development Canada (ESDC) maintains oversight of the Secretariat. The host responsibilities of the Secretariat rotate among provinces and territories (PTs) every two (2) years. The FLMM is co- chaired by the federal government (ESDC) and a lead province/territory. The Government of the Northwest Territories will host the FLMM Secretariat from 2021 until 2023. The Secretariat is a platform for collaboration and partnership to address shared labour market issues.

Through the FLMM, FPT governments work cooperatively to ensure Canada has a skilled, adaptable and inclusive workforce that supports a competitive Canadian economy. Labour Market Ministers are committed to fostering inclusive workforce participation, better aligning skills with evolving labour market needs, and supporting efficient labour markets to better serve all Canadians.

Located in Yellowknife and reporting to the Deputy Minister, the Director derives much of its authority from the FLMM. The position has considerable autonomy with respect to implementation and operational decisions such as setting and shifting priorities, reconfiguring implementation plans and working to deadlines. Specifically, this position works through the Secretariat to provide analysis, advice and recommendations to the ADM Minister, DM and Minister, as well as counterparts across Canada in order to facilitate implementation and accountability to priorities and direction set by Ministers, DM and SOs. The Director leads the co-operative work mandated by FPT Ministers and others, and supervises contracted project staff, as well as any other staff hired for other project initiatives.

Most FLMM strategic decisions are achieved by consensus through the Minister, DM, and officials-levels. The Director is required to provide information and recommendations so that decision-making is based on clear objectives, having provided a clear understanding of the benefits and consequences of each decision. Day-to-day operational decisions and direction, such as human resources, budget management and work-planning; are made based on sound judgment, knowledge and experience and sensitivity to the needs of the individual provinces and the region as a whole.

Significant innovative thinking is required to establish the Secretariat for the FLMM where relationship building, priority management and achievement orientation are paramount. The Director must acquire a depth of insight into existing programs, issues and opportunities as well as anticipate potential changes and the impact they may have on the provincial, regional and national workforce.

Through regular and frequent interaction with a network of internal and external contacts; including ECE, inter-departmental, as well as other FPT governments, the Director must promote opportunities to achieve greater efficiency of resources, build on the expertise of others, increase mobility and minimize unnecessary repetition and duplication of effort.

A strong yet facilitative leadership style combined with a flexible management style, and exceptional communication skills are critical to address the creative resourcing necessary to build working groups, engage experts and secure support from various departments, agencies and governments.

Creativity, problem solving and a proactive approach is required to provide senior government representatives with timely information to support informed policy decisions; minimize inefficiencies and maximize opportunities for priority areas of the FLMM and to prioritize initiatives that are future focused, incorporating best practices identified through ongoing Pan-Canadian dialogue.

The Director will also be required to develop and manage several projects simultaneously, ensuring that these projects are completed according to specifications, within budget and on schedule. The FLMM Director must ensure that accurate and timely information is provided to PT government officials under tight deadlines.

The Director must also achieve consensus on a multitude of issues from all PT government jurisdictions with differing priorities, policies, procedures and structures. This position works in a matrix organization and must be able to manage in a collaborative environment. DMs, ADMs, and Senior Leadership/Management from all P-Ts will expect the Director to identify emerging labour market needs as well as the best practices required to meet these needs. The Director will be expected to manage relationships with the leaders of the PTs while adhering to the mandate of the FLMM.

The Director will influence programming designed to benefit Canadians from all backgrounds and areas, including those from marginalized segments of society. These labour market programs include the Temporary Foreign Worker program, labour mobility (Canadians moving across provinces), apprenticeship and trade, etc.

The Director will provide leadership and strategic direction to the Secretariat, which supports Ministers and DMs in fulfilling the mandate and strategic direction of the FLMM. In doing so, the Director oversees and develops divisional staff.

DIMENSIONS

- Reporting Positions: 3 direct
- Compensation & Benefits (\$): \$600,000
- Operations & Maintenance (\$): \$2,700,000

RESPONSIBILITIES

1. The Director leads the development of policy initiatives to advance Pan-Canadian labour market interests set by the FLMM. FLMM strives to reach consensus as the Secretariat is funded jointly by all of the PTs and there is a duty to represent the interests of all parties. The Director must acknowledge the unique circumstances of each PT, each with their own labour market policies and structures in place, while concurrently encouraging PTs to establish consistent goals and objectives. The Director must ensure that all jurisdictions are heard and that decision making represents a consensus across all PTs before presenting recommendations to the Federal Government.
2. Provides the primary support and coordination of FLMM working groups focused on developing and implementing collaborative workforce initiatives across the country. This includes significant planning and development of operating procedures and processes that align the priorities of the various partners for improvements and impactful performance. Supports and/or oversees implementation of ad-hoc committees and work groups, projects and new processes.
3. Leads the development of strategy documents and implements Memoranda of Agreement and/or Terms of Reference amongst PTs and federal partners; leads the development of a governance model which is responsive to steering committee directives and policy; addresses corporate coordination issues, supports accountability reporting, initiates and promotes innovative, proactive program development which will lay the foundation for initiatives to succeed; ensures FLMM briefing material and final documents, are shared with the Council of the Federation (COF), Inter-governmental Affairs (IGA) Deputy Ministers and the Deputy Ministers Steering Committees.
4. Supports and facilitates substantive relationship development, management and interaction with/through Ministers, DM, and at the officials-level and sector/subject matter experts within all PTs and outside of government to collaborate and consult on major initiatives, to determine priorities, to maintain awareness of emerging issues and to support solid policy decisions.
5. Develops and manages strategic and key relationships, leads value-added partnerships and strengthens networks, alliances and linkages to increase National cooperation among counterparts in a variety of government departments across all P-T's, partner agencies, Federal Government such as ESDC, CIC, ISEDC and ISC, industry associations, academic institutions, and others.

6. Ensures necessary linkages exist to proactively and enthusiastically support the priorities of the FLMM. A strong collaborative approach is essential to lead/facilitate work efforts, gain support and cooperation. The candidate must foster a can-do, win/win culture within relationship development and working group discussions/decisions.
7. Maintains proactive monitoring and assessment of program outcomes related to the FLMM and provides analysis and advice to the Department and senior leadership regarding issues related to FLMM.
8. Establishes fluid project teams and working groups with subject matter and sector expertise from inter and intra departmental sources, Federal Government departments and agencies and external stakeholders to complete research, issues analysis, impact analysis, gap analysis, and environmental scans.
9. Ensures project teams and working groups are managed and leveraged to anticipate, assess and advise on FLMM's priorities and challenges and to determine extent of PT readiness/capacity to advance labour force initiatives with the expectation to maximize benefits and opportunities across the country.
10. Monitors and reports on activity planning processes and work plans. Maintains accountability tracking and reporting processes that report activity progress to SOs, DM, Ministers, and Premiers. Leads the work with communication partners to develop communication plans, key messages, communiqués, and press releases as required.
11. Develops and maintains external relationships, direct and indirect, are essential with industry groups, key influencers/opinion leaders and major employers. As well, strong relationships with the Federal Government including ESDC, Canadian Immigration and Citizenship (CIC) Innovation, Science and ESEDC and Indigenous Services Canada (ISC).

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands

Sensory Demands

No unusual demands

Mental Demands

The position participates in complex negotiations and national events, and encounters competing demands around deadlines.

The incumbent deals with Ministers and senior staff who may have divergent perspectives and demands. The incumbent is seen as the expert; resolutions are required. The scope of work involves politically sensitive issues, and decisions often have long-range effects.

The incumbent is required to travel up to 6 times per year, for up to 1 week at a time.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be extremely knowledgeable about the national, provincial/territorial and domestic political environments and other governments' positions and policies and be capable of assessing possible implications.
- Must be extremely knowledgeable about the complex system of governance in the NWT and the NWT's economic, social, cultural environment.
- Must be able to apply this knowledge in a rapidly changing and challenging environment.
- Must be creative, focused on offering solutions and work well in a team environment.
- Must have an ability to analyze, evaluate and interpret a wide range of information and apply it within the unique sociopolitical environment in the NWT.
- Must have a seasoned knowledge of project management and an ability to manage large and small projects from pre-planning to implementation and evaluation.
- Must possess an ability to build and maintain a good working relationship with colleagues throughout the GNWT, and with partners of other governments and organizations.
- Must have the ability to effectively represent the Department and its position accurately and professionally.
- Must have an ability to effectively lead and motivate staff in a cross-cultural setting.
- Must be able to create a positive team environment to ensure that the best possible advice is provided to Federal, Provincial and Territorial meetings.
- Must have knowledge of financial and budget management techniques and an ability to manage the division's budget.
- Must be knowledgeable about broad constitutional and legislative matters, particularly those applicable to the Federation.
- Must be an experienced communicator with strong negotiation and diplomatic skills, in order to calmly and assertively express and defend views.
- Must have strong strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Must have strong computer skills including the ability to work with a wide range of computer applications including word processing, spreadsheet and presentation preparation.
- Must be able to work to deadlines and respond effectively to frequently changing deadlines.

Typically, the above qualifications would be attained by:

A university degree in political science (or related area), plus 7 years of progressive intergovernmental experience, including at least 3 years of supervisory/management experience

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