



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Assistant Director, Labour Development	
Position Number	Community	Division/Region
71-16569	Yellowknife	Labour Development and Standards, HQ

## PURPOSE OF THE POSITION

The Assistant Director, Labour Development is responsible for providing 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 and services; certification of trades and occupations; immigration and the Northwest Territories (NWT) Nominee Program.

## SCOPE

The Assistant Director, Labour Development is based in Yellowknife and reports to the Director, Labour Development and Standards (LDS). The Assistant Director is responsible for the Apprenticeship, Trade and Occupation Certification (ATOC) and Labour Market Programs (LMP) units within the Labour Development and Standards division.

A key priority of the Legislative Assembly of the NWT, and the Department of Education, Culture and Employment (ECE), is to ensure that NWT residents have the knowledge and skills to access and be successful in the NWT labour market. Ensuring that NWT residents are able to fully participate in employment opportunities will result in a strong and vibrant economy with the benefits accruing to northerners in communities across the Territory.

The NWT labour market forecast and needs assessment indicate that there will be between 28,500 and 36,700 job openings in the NWT, with 78% of those jobs requiring some form of postsecondary education, training and/or work experience. It is essential to prepare residents for these employment opportunities in order to attract, develop and retain an educated, productive and thriving northern labour force that meets the needs of the NWT economy.

A key function of the Department is to develop, implement and evaluate quality programs and services that maximize participation in the NWT economy and specifically in “in-demand jobs”. The mandate of the LDS Division is to ensure the delivery of programs and services that support the full, consistent and equitable participation of NWT residents in the labour market. The Assistant Director is responsible for ensuring that the work of the ATOC and LMP units adhere to all relevant Government of Canada (GoC) and Government of the Northwest Territories (GNWT) Acts, regulations, policies, guidelines, directives, strategies, and procedures. In addition, the Assistant Director works with the GoC and is responsible for the NWT Nominee portfolio and labour market agreements. Working closely with staff from ECE Headquarters, ECE Service Centres, other GNWT departments, the GoC, Indigenous and Municipal governments, employers and community organizations in the NWT, the Assistant Director is responsible for the development of third party training partnerships and agreements that promote and fulfill labour market demands.

The Assistant Director liaises closely with the Manager, Advanced Education and Strategic Initiatives (AESI), as part of implementing the Skills 4 Success Strategic Framework, to align the development and maintenance of labour market programs and services with NWT labour market needs.

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 ECE and outside of ECE in the facilitation of evidence-based decision making. The Assistant Director must devise innovative and well-integrated solutions to complex problems. To this end, ECE expects all managers to do their part in the attainment of the following outcomes:

- 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 ECE’s mandate.
- Matrix management and inter-departmental collaboration.
- Transparent communication in support of public accountability.
- Clearly articulated roles and responsibilities between ECE and labour market stakeholders (i.e., improving the governance and accountability frameworks with ECE’s partners).
- Strategic partnerships across sectors, communities and government agencies.

The Assistant Director works in accordance with the *Apprenticeship, Trades and Occupations Certification Act*, *Occupational Training Agreements Act* and the *Financial Administration Act*.

**Areas of responsibility in the division include:**

**Apprenticeship, Trades and Occupations Certification (Manager + 4 Staff):** This section is responsible for the research, program planning, development, designation and monitoring of apprenticeship and occupational certification programs and skills training strategies in accordance with the *Apprenticeship, Trade and Occupation Certification Act* and Regulations as well as corresponding federal legislation.

**Labour Market Programs (Manager + 4 Staff):** This section is responsible for development and oversight of career development and employment training programming to positively influence the balance between supply and demand for labour throughout the NWT and to proactively plan for future labour market needs. The section is responsible for the effective collection, analysis, evaluation and dissemination of information and advice to support the division in assessing need, providing effective programs and evaluating results. It is responsible for strategic planning, evaluation, program design, and needs assessment and support for the division's programs, services and agreements. In addition, the responsibilities for immigration and the NWT Nominee Program reside within this unit.

## **RESPONSIBILITIES**

- 1. Provide strategic leadership to the ATOC and LMP units, as well as to Regional ECE Service Centres**
  - Leads the ATOC and LMP units' human resources, including recruitment, staff training, career guidance, performance evaluation, and succession planning;
  - Leads research and analysis on labour development, training, immigration and the NWT labour market needs, to direct policy and program development, implementation, evaluation and revision of major labour and workforce development initiatives designed to increase northern participation in employment opportunities;
  - Provides expert advice and support to a variety of federal, provincial and territorial stakeholders related to career development, training, labour market trends, and immigration issues; and
  - Works with Regional Superintendents to support the effective delivery of programs and services, and ensures that programs and services are administered in line with legislation, federal agreements, territorial frameworks, strategies and action plans, and individual program policies and guidelines.
- 2. Lead the development, design, implementation and evaluation of departmental programs, projects, and policies, within the areas of ATOC and LMP, including:**
  - Provides strategic advice to the Regional ECE Service Centres, to facilitate the effective, efficient and responsive delivery of apprenticeship and labour market programs and activities to NWT residents;
  - Supports and makes recommendations to the Director of Apprenticeship, Training and Occupations Certification under the *Apprenticeship, Training and Occupations Certification Act*, in regards to the administration, registration, delivery and certification process, including the accreditation of apprenticeship technical training providers, issuance of certificates and partnerships with other jurisdictions to

ensure that the various components of the apprenticeship training system is maintained;

- Supports the development of strong, effective partnerships and alliances with Aurora College, training institutions, GNWT Departments, Indigenous Governments and Organizations, the private sector, and other stakeholders and partners, and provides inter-departmental and external public relations;
- Provides advice and strategic recommendations to the Director, LDS and Assistant Deputy Minister on legislation, policies and strategic initiatives related to labour market, employment and training programs and services designed to increase northern participation in the NWT labour market. This will include Ministerial briefing notes, Cabinet and Financial Management Board submissions, correspondence and reports; and
- Supports the Director, LDS, with the division's strategic and fiscal planning, including the development of annual priorities and operating plans, main and capital estimates, monitoring and forecasting of expenditures, variance reporting, year-end activities and contracting functions, collection and payment of trades and occupation fees, as well as completion of financial audits in accordance with federal labour market agreements.

**3. Support the Director in the negotiation, management, development and administration of agreements, frameworks, and strategies**

- Provides oversight on federal labour market development, workforce development and nominee agreements with the Government of Canada for the administration and delivery of departmental programs;
- Oversees contribution agreements, grants and other financial arrangements with employment and training partners, for the administration and delivery of labour market, training, and apprenticeship programming;
- Ensures the Northwest Territories Nominee Program is functioning in accordance with the federal Agreement and the *Immigration, Refugee and Protection Act* and meeting the needs of the NWT labour market;
- Consults and engages with a wide range of partners and stakeholders to gather input on labour market programs and services; explain GNWT programs and services; and gather information on labour market trends; and
- Leads broad-based, interdepartmental government frameworks, strategies and agreements, including performance measures and reporting requirements.

**4. Represents the Department at federal, provincial, territorial, regional and/ or local meetings and events:**

- Represents the Department on a wide range of intra-governmental and inter-governmental committees dealing with career development, training, employment, labour, immigration, apprenticeship, labour mobility, foreign qualification recognition, and labour market analysis.
- Supports regional management to facilitate regional and local committees and working groups aimed at responding to regional and local needs.

5. **Participate constructively in the ECE senior-management team and contribute to the leadership of all systems related to the Department's mandate.**
6. **Act as Director, LDS, when required.**
7. **Perform other tasks, duties and functions, as assigned by the Director, LDS.**

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

The Assistant Director is expected to spend long periods of intense concentration using a computer, which can cause eyestrain. The Assistant Director is further subject to long periods of concentrated focus while reviewing, commenting on and approving electronic and paper documents. The nature of the work requires concentrated sensory attention.

### **Mental Demands**

The work involves frequent interruptions, requirements to meet client and ministerial deadlines, multiple and conflicting combined with the need to give attention to detail.

There will be 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 demands for service, unpredictable workloads and complex issues which can be very stressful. The ATOC and LMP programs are implemented across the NWT and are very visible. As a result, there are high public expectations and a diverse clientele. There may be times that the incumbent is required to make unpopular decisions and must be able to competently defend those decisions.

The need to negotiate a consensus among a variety of independent stakeholders including professional associations, non-governmental organizations and the public can be stressful. The position also requires frequently dealing with individuals who hold strong views which may be inconsistent with the overall direction of the GNWT or ECE. The incumbent must be able to cope with conflict and animated discussion of issues. The incumbent must lead meetings and actively participate in community and regional consultations on a wide variety of matters. These situations can elicit a great deal of emotion and therefore add stress.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the NWT and federal social/political environment.

- Knowledge of career and employment development theories, practices and programs, labour market supply and demand trends, apprenticeship and occupational trades, employment development, employment insurance, analysis of benefits and measures, and adult education and training programs.
- Knowledge of national and territorial legislation, policies and standards concerning apprenticeship training.
- Knowledge of program planning, development and evaluation.
- Knowledge of labour market analysis methods, processes and systems
- Knowledge of labour market and socio-economic research methodologies, and modeling processes and systems
- Knowledge of project management and the ability to lead large and complex projects from development to implementation.
- Knowledge of the principles and practices of performance measurement.
- Knowledge of strategic planning, budgeting, and program management.
- Knowledge of human resource, financial, and operational management practices.
- Excellent oral and written communication skills and experience preparing presentations, briefing notes, charts and graphs, reports and publications for a wide variety of audiences.
- Excellent judgment and problem-solving skills to deal with a variety of issues, many of which are immediate, sensitive and controversial
- Excellent 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 manage a variety of diverse work assignments and projects in a rapidly changing environment
- Ability to effectively represent ECE and its position accurately and professionally in a variety of consultations, meetings, presentations and other situations.
- Ability to act independently and anticipate issues and needs to provide support to staff, partners and stakeholders.
- Ability to work effectively and diplomatically with a wide range of internal managers as well as external stakeholders.
- 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.

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

- The completion of a bachelor degree in Education, Business Administration, Public Administration or a related Social Science, and a minimum of seven (7) years of recent, directly related experience, with four (4) of those years in a position of leadership, supervising staff and managing financial resources.

## **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