



IDENTIFICATION

| Department | Position Title | |
|-----------------------------------|--|-----------------|
| Education, Culture and Employment | Assistant Deputy Minister, Languages and Culture | |
| Position Number | Community | Division/Region |
| 71-17352 | Yellowknife | Directorate/ HQ |

PURPOSE OF THE POSITION

The Assistant Deputy Minister, Languages and Culture (ADM), oversees at the executive management level the provision of Northwest Territories (NWT)-wide leadership, strategic planning, and direction of the Department of Education, Culture and Employment's Languages and Culture Branch. The ADM serves a leadership role in key aspects of departmental operations, including all aspects of the provision of programs and services related to the nine (9) official Indigenous languages, French language communication, museums, culture, arts and heritage across the NWT to promote and preserve NWT's unique culture, languages and heritage for NWT residents and future generations.

SCOPE

The ADM, Languages and Culture is based in Yellowknife and reports to the Deputy Minister (DM) of Education, Culture and Employment (ECE). .

A key priority for the Legislative Assembly of the NWT, and the Department of Education, Culture and Employment, is to promote, maintain, and advance heritage and culture as basic themes of government activity and that recognizes the critical nature of the NWT's diverse language and cultural heritage. Ensuring that GNWT preserves and promotes cultural and heritage objects, oral and documentary records, skills and practices, and NWT official Indigenous languages and French language will help ensure that NWT residents are connected to culture and heritage and contribute to a vibrant economy.

A key function of the Department is to ensure and promote the preservation of NWT culture and heritage, the revitalization of NWT's nine (9) official Indigenous languages, and the fulfillment of the GNWT's obligations with respect to the provision of services and communication in French. The ADM is accountable for the development, design,



implementation and evaluation of departmental programs, projects, and policies within the areas of Indigenous languages' revitalization, French language services, arts and cultural development, museums, and archaeology, including overseeing operations at the Prince of Wales Northern Heritage Centre building (PWNHC). The ADM is expected to incorporate traditional knowledge into all aspects of branch work, which requires a deep understanding of the history and context of NWT Indigenous peoples and their Indigenous languages.

As the Department of Education, Culture and Employment (ECE) has undertaken a process of significant renewal, independent initiatives and approaches often no longer stand alone. It is expected that the ADM will work closely and collaboratively with all ECE ADMs and staff, representatives from other Government of the Northwest Territories (GNWT) Departments, Boards and Agencies, Indigenous Governments and organizations, NWT francophone community, non-government agencies, as well as the public, including languages communities.

Key to success in this position is the management and general oversight of intra and inter-departmental files and priorities. Thus, the ADM must work closely with the executive management of ECE and other GNWT departments in the facilitation of evidence-based decision-making. The ADM must devise innovative and well-integrated solutions to complex problems. To this end, ECE expects all executive 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, partners and stakeholders (i.e., improving the governance and accountability frameworks with ECE's partners); and
- Strategic partnerships across sectors, communities, and government agencies.

The Languages and Culture Branch sets standards for the development and provision of government policies, programs and services related to cultural heritage and arts, the use of NWT official languages in public services, and the reclamation, revitalization, maintenance and strengthening of Indigenous languages. The branch serves the public and the GNWT by delivering programs and services through departmental staff (both headquarters and regional office staff), the PWNHC, and arms-length boards and agencies.



The ADM must work in accordance with the *NWT Official Languages Act*, *Historical Resources Act*, *Archaeological Sites Act*, *Archives Act*, the *Canada-NWT Cooperation Agreement for French and Aboriginal Languages in NWT*, and all related regulations, policies, guidelines, directives strategies, and procedures.

Areas of responsibility in the branch include:

Indigenous Languages Secretariat

This section is responsible to provide NWT-wide leadership, strategic planning, and direction to improve the maintenance, revitalization, promotion and support of all nine (9) NWT Indigenous languages. The Secretariat is responsible for the coordination, monitoring, evaluation and reporting of government programs and services related to Indigenous languages to the Government of the Northwest Territories (GNWT) Departments, Boards and Agencies, Indigenous Governments and Organizations, and language communities. The Secretariat is also responsible for the administration of the *NWT Official Languages Act* and for negotiating with and reporting to the Federal government as it relates to NWT's Indigenous languages.

Culture and Heritage

This division is responsible for the development and delivery of programs and services related to museums, archaeology, culture, arts and heritage across the NWT, as well as the management and operations of the PWNHC, including care for the territorial museum collections, museum education programs, and interpretive exhibits. This section is responsible for, oversight of the archaeology and geographic names programs, the operation of the NWT Archives, and supporting NWT arts and cultural development through grants, contributions, and professional assistance.

Secrétariat aux affaires francophones

This section is responsible for the coordination, monitoring, evaluation and reporting on government services related to French language services to GNWT Departments, Boards and Agencies. This section is also responsible for supporting and advising the Minister Responsible for Official Languages on matters related to the Ministerial Conference on the Canadian Francophonie and is the main liaison between the GNWT, the NWT francophone community and Canadian Heritage with regard to French language services.

The ADM is directly responsible for a branch budget of \$18.9 million, with indirect responsibility for an additional \$15.6 million distributed to boards and agencies.

DIMENSIONS

- Reporting Positions 62 (3 direct reports, and 59 indirect reports)



- Compensation & Benefits \$7.4M
- Operations & Maintenance \$1.9M
- Grants & Contributions \$9.6M
- Capital \$52.4M

RESPONSIBILITIES

1. Uphold and consistently practice 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. Participate constructively in the executive management team of the Department of ECE and contribute to the executive leadership of all systems related to the Department's mandate.
3. Provide senior-level expertise, advice and strategic recommendations to the Deputy Minister and Minister on legislation, policies and strategic initiatives related to the promotion of NWT Indigenous and French languages, culture and heritage programs and services, and territorial museum collections.
4. Oversee the development, design, implementation and evaluation of departmental programs, projects, and policies within the areas of Indigenous languages' promotion and revitalization, French language services, arts and cultural development, museums, and archaeology.
5. Provide strategic leadership and support to colleagues across GNWT departments, NWT Indigenous Governments and Organizations, boards, agencies and the NWT francophone community to facilitate the effective, efficient, and responsive delivery of official languages' programs.
6. Directs and oversees the development and implementation of broad-based, interdepartmental government frameworks, strategies and agreements, including performance measures and reporting requirements.
7. Directs the management of third-party service agreements operated on behalf of Canada and Indigenous governments.
8. Directs the development and revision of all legislative and policy initiatives, including legislative amendments, interdepartmental and inter-governmental protocols and agreements consistent with the goals and strategic priorities of the Legislation Assembly.



9. Accountable for the management, design, organization, and operation of NWT official Indigenous languages and French language programs and services, as well as arts and culture across the GNWT and to NWT language communities and the public.
10. Provide strategic leadership and direction on all culture and heritage programs, services, and collections, including operations at the PWNHC, to promote, maintain and advance NWT's unique culture and heritage for NWT residents and future generations.
11. Provide strategic leadership and direction to the Culture and Heritage Division, the Indigenous Language Secretariat and the Secrétariat aux affaires francophones to ensure the effectiveness of programs and services delivered across the GNWT and NWT.
12. Negotiates with the Government of Canada on joint federal/territorial agreements, programs and initiatives.
13. Oversee and lead the development and revision of all legislative and policy initiatives for the branch, including legislative amendments, interdepartmental and intergovernmental protocols and agreements consistent with the goals and strategic priorities of the Legislative Assembly for all areas within the ADM's responsibility.
14. Oversee the development and monitoring of strategic branch initiatives to support the Department's mission and goals.
15. Maintain financial accountability for the branch's fiduciary responsibilities related to the management of contribution agreements, grants and other financial arrangements with Indigenous Governments and Organizations, the NWT francophone community, boards and agencies and NWT official language communities.
16. Facilitate lateral cooperation with GNWT Departments, Indigenous Governments and Organizations, the NWT francophone community, board and agencies, federal government and official Indigenous languages communities to ensure the development of strong, effective partnerships and alliances.
17. Oversee the planning and management of broad-based, intra- and interdepartmental government frameworks, strategies and agreements, including performance measures and reporting requirements.
18. Provide executive level expertise, advice and strategic recommendations to the Minister of ECE, the Minister Responsible for Official Languages, the Deputy Minister of ECE on legislation, policies and strategic initiatives related to all areas within the ADM's responsibility. This includes Legislative Assembly appearances, Ministerial briefing notes, Cabinet and Financial Management Board submissions, correspondence, and reports.



19. Oversee the branch strategic and fiscal planning, including the development of annual priorities and operating plans, main and capital estimates, monitoring and forecasting expenditures, variance reporting, year-end activities and contracting functions.
20. Oversee the branch's human resources, including recruitment, staff training, career guidance, performance evaluation, and succession planning.
21. Represent the Department and GNWT and NWT interests on a wide range of intragovernmental and intergovernmental boards, committees and agencies related to all areas within the ADM's responsibility.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The work involves frequent travel, and encounters competing priorities and deadlines. The position works with individuals who hold strong views which may disagree with the overall direction of the GNWT or ECE. The position works with and around individuals affected by trauma and may be exposed to vicarious trauma.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the NWT and federal social/political environment.
- Knowledge of collections management and collections conservation concepts.
- Knowledge of the theory and philosophy of language revitalization and promotion, including the needs and priorities of NWT's Indigenous language communities; and the needs and priorities of NWT's francophone community and organization.
- Ability to acquire knowledge of the NWT communities, Indigenous peoples' cultures, and Indigenous worldview and ways of knowing.
- Ability to acquire knowledge of current NWT Indigenous leadership, leadership systems and community leaders, including Indigenous language communities, and Indigenous



culture and heritage.

- Knowledge of national and territorial legislation, policies and standards concerning NWT official Indigenous and French language services, museum collections and archives.
- Knowledge of program planning, development, and evaluation.
- 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.
- Oral and written communication skills and ability to prepare presentations, briefing notes, charts and graphs, reports and publications for a wide variety of audiences.
- Judgment and problem-solving skills to deal with a variety of issues, many of which are immediate, sensitive and controversial.
- 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 senior managers as well as external stakeholders and senior representatives.
- 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.
- 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:

Completion of a University degree in Social Sciences, Political Science, Public Administration, or a related field and ten (10) years of progressive, related experience, including three (3) years

of management experience.

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: Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred