



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Director, Labour Development and Standards	
Position Number	Community	Division/Region
71-3263	Yellowknife	Labour Development and Standards, HQ

## PURPOSE OF THE POSITION

The Director, Labour Development and Standards is accountable for providing system-wide 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, information and services; certification of trades and occupations; employment standards; immigration and the Northwest Territories (NWT) Nominee Program.

## SCOPE

The Director, Labour Development and Standards is based in Yellowknife and reports to the Assistant Deputy Minister, Labour and Income Security.

The Director is responsible for establishing employment standards and supporting the operation of programs and services designed to increase employment in the NWT. Program and service delivery for many of these programs occurs through the 5 regional ECE Service Centres. The division is responsible for implementing strategic initiatives that align the development and maintenance of labour market programs and services with NWT labour market needs.

The Department's long-term vision is to ensure that NWT residents have the knowledge, skills abilities to access and be successful in the Northwest Territories labour market.

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 Director is responsible for ensuring that the work of the division adheres 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 Director works with the GoC and is responsible for ECE’s NWT Nominee portfolio and labour market



agreements. In this role, the Director has direct oversight and management for the administration of \$15 million dollars in program budgets. Working closely with staff from ECE Headquarters, Regional ECE Service Centres, other GNWT departments, the GoC, Indigenous and Municipal governments, employers and community organizations in the NWT, the Director is responsible for the development of third party training partnerships and agreements that promote and fulfill labour market demands.

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 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, partners and stakeholders (i.e., improving the governance and accountability frameworks with ECE's partners); and
- Strategic partnerships across sectors, communities and government agencies.

As a member of the senior management team, the incumbent will be directly involved in undertaking planning activities to support the departmental business planning. These actions will include the review and adjustment of existing programs and services so as to ensure that labour activities are consistent with the goals and objectives described in the plan. The incumbent will be expected to develop and propose new approaches to the provision of labour development, which will assist in achieving these goals.

The Director works within a regulated environment and must work in accordance with the *Apprenticeship, Trades and Occupations Certification Act*, *Employment Standards Act*, *Occupational Training Agreements Act*, *Post-Secondary Education Act*, *Aurora College Act*, *Scientists Act*, *Education Act*, *Student Financial Assistance Act*, *Official Languages Act of the NWT*, and the *Financial Administration Act*. The Director also works within an unregulated



environment that may be guided by federal agreements or from broad direction from the Legislative Assembly.

The Director is appointed by the Minister of ECE, as the Director of Apprenticeship, Trade and Occupation Certification under the *Apprenticeship, Trade and Occupation Certification Act* and is responsible for the training and certification of all NWT occupation and trades.

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

**Apprenticeship, Trades and Occupations Certification**

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 territorial legislation.

**Labour Market Programs**

This section is responsible for development and oversight of career development, employment and 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 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.

**Employment Standards**

This section is responsible for the administration and management of the employment standards office to ensure that employees and employers are protected by, and aware of, the requirements of *Employment Standards Act* and Regulations. It is also responsible for overall planning, administration and evaluation of Employment Standards legislation, policy and programs in the NWT.

**DIMENSIONS**

- Reporting Positions 18 (3 direct, 15 indirect)
- Compensation & Benefits (\$2.6M)
- Operations & Maintenance (\$1.8M)
- Grants & Contributions (\$10.4M)

**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. Provide expert advice and support to a variety of stakeholders related to career development, training, labour market trends, immigration, and employment standards issues.
  3. Lead the negotiation and management of federal labour market development, workforce development and nominee agreements with the Government of Canada for the administration and delivery of departmental programs.
  4. Lead the development, design, implementation and evaluation of departmental programs, projects, and policies, within the areas of Apprenticeship, Trades and Occupations Certification, Employment Insurance Part II Benefits and Measures, and Labour Market Programs, Services and Information.
  5. Provide leadership, direction and 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.
  6. As the Director responsible for the Agreement on Territorial Nominees, oversee the design and administration of the Northwest Territories Nominee Program to ensure that it is functioning in accordance with the federal Agreement and the *Immigration, Refugee and Protection Act* and meeting the needs of the NWT labour market.
  7. As the Director of Apprenticeship, Training and Occupations Certification under the *Apprenticeship, Training and Occupations Certification Act*, oversee 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.
  8. Oversee the administration of the *Employment Standards Act*, and works directly with the Employment Standards Officer to serve the needs of employers and employee and ensure that the provisions of the Act are being maintained, including accepting complaints, conducting payroll inspections, issuing orders, collecting wages owed and participating in the appeal process where applicable.
  9. Lead the management of contribution agreements, grants and other financial arrangements with education and training partners, for the administration and delivery of adult training, labour market training and apprenticeship programming.



10. Lead 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.
11. Lead the development and revision of all legislative and policy initiatives, including legislative amendments, inter-departmental and inter-governmental protocols and agreements consistent with the goals and strategic priorities of the Legislative Assembly.
12. Lead the development and monitoring of strategic initiatives to support the Department's mission and goals.
13. Lead consultation and engagement activities with a wide range of partners and stakeholders to convey information and gather feedback on labour market issues, programs and services.
14. Direct high level 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.
15. Oversee the development and implementation of broad-based, interdepartmental government frameworks, strategies and agreements, including performance measures and reporting requirements.
16. Provide senior level expertise, advice and strategic recommendations to the Deputy Minister and Assistant Deputy Minister on legislation, policies and strategic initiatives related to labour market, employment and training programs and services. This will include Ministerial briefing notes, Cabinet and Financial Management Board submissions, correspondence and reports.
17. Lead 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, collection and disbursement of Employment Standards wages owed, as well as completion of financial audits in accordance with federal labour market agreements.
18. Lead the Division's human resources, including recruitment, staff training, career guidance, performance evaluation, and succession planning.



19. Represent 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.
20. Participate as a member of the Department's senior management team.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands

#### **Environmental Conditions**

No unusual conditions

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

The work involves travel, and encounters competing priorities and deadlines.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to acquire knowledge of the NWT and federal social/political environment.
- Knowledge of career development theories, practices and programs, labour market supply and demand trends, apprenticeship and occupational trades, and employment standards.
- Knowledge of national and territorial legislation, policies and standards concerning apprenticeship training and employment standards.
- Knowledge of program planning, development and evaluation.
- Knowledge of management and leadership theories and practice in order to manage and motivate a range of professionals;
- 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
- 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 assess and link short term tasks to long term strategies/policies, and determine long term impacts and opportunities.
- 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 the social sciences or a related field; and eight (8) years of 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:** Select Language

- ☐ Required  
☐ Preferred