



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Justice	Assistant Deputy Minister, Solicitor General Branch	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
82-6760	Yellowknife	Directorate

## **PURPOSE OF THE POSITION**

The Assistant Deputy Minister of the Solicitor General Branch is an integral part of the planning and leadership for the Department of Justice and the broader NWT Justice System. The ADM is accountable for providing strategic direction and leadership to the Solicitor General Branch of the Department of Justice.

The ADM plans and directs the development and management of activities related to:

- The NWT Corrections Service;
- Community Justice; which includes Victims Services and Integrated Case Management; and
- Law Enforcement, including the management of the NWT Police Services Agreement between the Minister of Justice and the Minister of the Federal Department of Public Safety respecting the policing of the NWT by the RCMP.

In addition the ADM coordinates and collaborates with the Attorney General branch of the Department of Justice, the RCMP, Public Safety Canada and other GNWT departments such as MACA, H&SS, NWT HC and EC&E to support integrated and strategic approaches to program development and implementation, particularly in areas related to the socio-economic contributors to crime and crime prevention such as addictions or mental health.

## **SCOPE**

The ADM, Solicitor General reports to the Deputy Minister of Justice.

The diversity of geography, language and cultures within the NWT present some unique challenges as well as opportunities in the design and delivery of justice programs.

Demographic and socio-economic characteristics of the NWT population set the NWT apart from other parts of Canada, particularly in how the NWT responds to community justice and policing needs. There are high rates of violence and addictions in many communities. While the violent crime rate in the NWT has dropped in recent years, it is the highest in the nation. The high rate of violent crime in the NWT continues to have, an impact on sentenced custody and on the number of accused held in custody awaiting trial or sentencing (i.e. remand). In 2019/20, 68.5% of the adults admitted to sentenced custody had been convicted of crimes of violence, This "hardening" of the NWT offender population has implications for the programs, services and infrastructure requirements of the corrections system as well as community justice and policing.

The hardening of the offender population is also having an impact on the remand population. From 2004/2005 average daily remand counts have risen from 31 to 89 in 2019/20, and currently are often 67% of the inmate population at the North Slave Correctional Centre. This represents an increase of over 187% in remand numbers. The increase in the remand population creates challenges for correctional facilities: in addition to managing a higher number of daily admissions and discharges, staff must respond to the unique considerations of this challenging group and look for innovative ways to manage and rehabilitate offenders.

Provincial and Territorial Justice systems across Canada are facing increasing pressures related to increasing demands for services, challenges ensuring the Federal Government remains actively involved and appropriately supportive of their responsibilities related to programs and cost escalation. Corrections, community justice and policing services in the NWT face these challenges as well. As a result, efforts are being focused on cost management and efficiency as well as determining alternative approaches to delivering services.

Given this context, improvements to community safety and reduced recidivism are best achieved through programming and mechanisms that emphasize addressing the socio-economic factors contributing to crime, supporting the criminogenic needs of offenders and emphasizing community as well as individual empowerment. The promotion of self-responsibility and the development of effective and collaborative relationships between communities, the RCMP, justice officials, other government departments or agencies and NGOs are essential for the support of culturally appropriate and responsible programs that meet the needs of stakeholders.

The ADM represents the NWT in numerous FPT contexts. Of importance is participation in the FPT work around policing. Policing services are delivered on a contract basis. Every province and Territory participate in a contract management committee with the Federal Department of Public Safety.

This governance/oversight structure is an important part of ongoing contract management and supports policing system effectiveness across Canada. This position will be required on a rotational basis to co-chair the FPT Contract Management Committee or Crime Prevention and Policing Committee.

The ADM is responsible for the delivery of statutory services and policy-based programs in accordance with the numerous Federal and Territorial statutes that provide the framework for programs to operate. This includes the *NWT Corrections Act*, the *Federal Prisons and Reformatories Act*, the *Territorial and Federal Youth Criminal Justice Acts*, *Victims of Crime Act* and the Criminal Code of Canada.

Reporting to the Assistant Deputy Minister, Solicitor General are the following positions:

Director of Corrections (240 FTEs in 20/21, 80-100 relief employees and 5 correctional facilities located in three communities)

The incumbent is responsible for all correctional institutions and facilities for adult and young offenders as well as for the direction of probation services for adults and youth.

Director of Community Justice (19 FTEs - including 1 RCMP position in the unit- and oversight of 33 community justice committees)

The incumbent develops programs and supports implementation of those programs associated with the delivery of community justice services including the Victims' Assistance Program.

In addition, pursuant to the NWT Police Services Agreement, the incumbent is responsible for working with the RCMP, through the Commanding Officer, "G" Division RCMP (284 PYs), and senior members of the Force, in developing the direction and policing priorities and other law enforcement related services for communities throughout the Northwest Territories.

### **DIMENSIONS:**

Responsible for 62% of the Departments workforce and 70% of the department's overall appropriation.

Reporting Positions: 2 direct and one indirect report through contract Compensation & Benefits: \$34 M.

Operations & Maintenance: \$7.8 M, plus \$48M for Law Enforcement

Grants and Contributions: \$3.5 M

Capital: \$1.5M

Revenue: \$7.3M

### **RESPONSIBILITIES**

1. Leads the strategic planning process for the branch to develop policies and programs to influence and respond to changes in legislation, demographics, social and crime trends, program effectiveness research, labour relations climate and fiscal realities.
2. Approves standards, policies and procedures governing the Solicitor General Branch. Develops and implements long term vision, goals and strategies in support of the

Department and GNWT goals and strategic directions. Creates plans with clear linkages between current actions and long-term goals, including the ongoing evaluation and improvement of programs. Supports the development of legislation or regulation where appropriate to support department and GNWT goals. Generates organizational commitment to the vision and to actions that is aligned with the Department's strategic direction.

3. Working collaboratively with the RCMP and communities establishes and supports the implementation of policing priorities for the NWT.
4. The ADM contributes to the effective management of the NWT Justice system through appropriate collaboration with senior managers and staff within the GNWT Department of Justice; senior members of the RCMP, at times the Public Prosecution Service of Canada and the Federal Department of Justice, ADMs of policing and organized crime, Heads of Corrections and other F/P/T groups, NWT NGO groups and communities.
5. Deploys and manages resources to maximize impact and achieve goals within budget. Directs the development and management of the budget and human resource plans to achieve financial targets, cost effective measures and best practices.
6. Prepares briefing materials, strategic planning documents, decision, options and position papers and reports and other documents intended to inform the Deputy Minister, Minister and GNWT on a timely basis.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

There will be considerable demands placed on the incumbent by internal and external stakeholders to quickly develop solutions and achieve results. Competing demands around deadlines can lead to mental stress. A high level of concentration and attention is essential, as decisions often have immediate and/or long-range effects. The scope of work can involve politically sensitive issues and tight deadlines with a high degree of intensity. These conditions can lead to mental and emotional fatigue and stress.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- A proven ability to take specific and sustained action to implement change;
- A proven ability to support and develop others within the organization;
- A demonstrated ability to think in strategic and future oriented terms: to think beyond the work environment and make decisions and provide direction in the context of the organizational and political climate;
- A proven ability to promote stakeholder involvement and collaboration in planning and program delivery;
- A demonstrable ability to distinguish between legal, policy and political issues, and to analyze critically in order to suggest an appropriate means of action;
- A proven ability to work independently on complex matters, and lead and work effectively in teams;
- A proven ability to work effectively with a wide variety of people, frequently under stressful or time-limited conditions;
- Proven oral, written and electronic communications skills across a broad spectrum of basic to highly technical subjects and styles;
- Demonstrable strategically focused interpersonal and negotiation skills, including the ability to anticipate and understand people's likely reaction to events and situations as well as the ability to foster long term positive relationships;
- Proven project management and leadership skills; and
- A proven understanding and appreciation of the complex interplay of political, economic and social forces at work in the NWT

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

A degree in Management, Law, Social Sciences, Commerce or Business with 8 years of progressively more responsible management experience, including the management of programs, human and financial resources. A portion of this management experience(5 years) must be at a senior management level to ensure the broadest experience and an understanding of the need to take a strategic approach to management across a broad spectrum of program areas.

## **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