

JOB DESCRIPTION

Section 1 - Identifying Data

Position Title: Assistant Deputy Minister,
Community Justice and Public Safety (CJPS)
Position Number: 8202

Department: Justice
Branch: Community Justice & Public Safety
Location: Whitehorse

Supervisor's Title: Deputy Minister

Medical Clearance Required: Yes / **No**
Security Clearance Required: **Yes** / No

Date Completed: September 2020

Section 2 - General Summary

This position is responsible for the management and direction of the Community Justice & Public Safety division, which includes the program areas of Public Safety and Investigation, Corrections and Victim Services.

Section 3 - Principal Duties and Responsibilities

1. Leads the development of strategic objectives, business plans and operating principles for the division that are consistent with government direction, department goals and public expectations; ensures all legal and reporting requirements are met.
2. Provides leadership and direction in planning, developing and managing division programs, strategies and policies; ensures programs and services are accessible and responsive to the needs of clients; takes a proactive approach to identify and manage trends, issues and challenges; fosters a culture of innovation and readiness for change.
3. Directs the management of the human and financial resources of the division. This will include coaching and mentoring the management team, supporting individual and team development, ensuring the appropriate allocation and effective use of resources, monitoring and controlling expenditures and developing plans for future human and financial resource needs.
4. Develops relationships with internal, cross department and external stakeholders; maintains alliances with business partners; leads cross-department and corporate initiatives; represents the interests of the department in federal, provincial and territorial initiatives and discussions.
5. Supports the deputy minister by providing strategic options, comprehensive policy advice and recommendations; will also provide briefings and advice to the minister and Cabinet. As a member of the executive team, contributes to policy development, planning and implementation of cross-department initiatives and the achievement of government goals.

Section 4 – Contacts

Deputy minister and senior management team – develop strategic plans, budgets, policy and program initiatives; discuss issues and priorities

Division managers and staff – provide direction, resolve problems, explain policy decisions, mentor staff, lead change management initiatives

Department and Yukon government staff – collaborate on shared initiatives, coordinate activities

Stakeholder groups, media, general public – consult on issues, respond to requests

Minister, Cabinet members and committees – present briefings, provide recommendations

Section 5 - Specific Accountabilities

Decisions of this position directly and significantly impact the directions, approaches, achievements and results obtained by all branches and units. The position makes decisions and recommendations that impact the government and the Yukon public as a whole in terms of high quality community justice and public safety services provided to the public.

Section 6 – Budget

1. What is the annual budget under the direct control of the position? **NOTE:** usually **only** applies to positions at the director and assistant deputy minister level

Fiscal Year	2020/2021	
Annual Payroll		\$ 15,770,478
O&M (excluding payroll)		\$31,398,000
Capital (excluding payroll)		\$2,323,000
Revenues		\$ 0
Recoveries		\$3,963,000

2. For positions that have an influence on expenditures and/or revenues, provide examples and describe the position's influence.

Section 7 - Working Environment

The position works in a normal office environment, however there is some travel outside of the Yukon for interjurisdictional meetings or conferences; the position may be required to travel to the communities to participate in public meetings. There is a requirement to manage multiple issues that can be complex and politically sensitive, have significant impact and at times a short deadline for a response.

Section 8 - Signatures

<p>Director, Human Resources:</p> <p>Signature:</p> <p>Date:</p>	<p>Deputy Minister: I approve this job description as being representative of the work required to be performed, and confirm that the necessary authorities have been delegated to the position.</p> <p>Signature:</p> <p>Date:</p>
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Section 9 – Organization Chart

