

JOB DESCRIPTION

Section 1 - Identifying Data

Position Title: Assistant Deputy Minister, Policy and Partnerships

Position Number: 105655

Department: Education

Branch: Policy and Partnerships

Location: Whitehorse

Supervisor's Title: Deputy Minister

Medical Clearance Required: No

Security Clearance Required: Yes

Date Completed: February 2020

Section 2 - General Summary

This position is responsible for providing strategic leadership, advice and innovative solutions to develop and implement departmental policy direction, programs and initiatives to support inclusive learning environments that support the health and well-being of children, youth and families. The ADM of Policy and Partnerships is responsible for building capacity to achieve the modernization of the education system and the alignment of department wide and cross government initiatives to create coherence within the transformation agenda.

This position provides leadership and trusted advice while working closely with education partnerships such as, Yukon's 14 First Nation's, the Council of Yukon First Nations (CYFN), The Association of Yukon School Councils, Boards & Committees, Yukon Teachers' Association, Yukon College and other stakeholders in order to facilitate co-ordinated and collaborative approaches in areas of mutual interest.

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 managing trends, issues and challenges; fosters a culture of innovation and readiness for change.
3. 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.
4. 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.

5. Fosters a culture of learning and innovation in the organization that promotes individual and team development, healthy, resilient and respectful work environments, and long-term leadership development through mentorship and stretch learning opportunities.
6. Uses strong interpersonal skills to build a culture of trust, integrity, risk taking and creative thinking by modelling strong self-awareness through visible learning from past experience and self-reflection to increase personal effectiveness and responsibility.
7. Performs the functions of Registrar for Yukon Teacher Certification which involves evaluating applications and determining eligibility for Yukon certification; defending appeals before the Teacher Certificate Board; developing and implementing amendments to the Teacher Certification Regulations (e.g. compliance with labour mobility); directing the administration of the Regulation and provision of Secretariat functions to the Board; cooperating with other Canadian jurisdictions; and training the Board to function as an Appeal Committee.

Section 4 – Contacts

Contact with the Deputy Minister, and the Executive Management Team to develop strategic plans, budgets, policy and program initiatives; discuss issues and priorities.

Contact with the Minister, members of Cabinet, the opposition and other government departments.

Contact with division senior leadership and staff to provide direction, resolve problems, explain policy decisions, mentor staff, and lead change management initiatives.

Contact with the BC Ministry to share information, negotiate and manage Memorandum of Understanding and information sharing for student data, exams and assessments, curriculum, transcripts and student information system.

Contact with Yukon's 14 First Nation governments in the implementation of land claims and self-government agreements, which involves determining their interests and desires in the development and delivery of education programs and services as well as providing support to Yukon First Nations as they develop their own education programs and services.

Contact school boards and local School Councils, the Council of Yukon First Nations (CYFN), other government departments and community stakeholders to identify and discuss needs, facilitate feedback, advice and support on education programming and school operations, identify priorities, negotiate partnership agreements, resolve problems and provide advice and support on education system issues and structures.

Contact with Yukon College to collaboratively transform towards a University within the Yukon context.

Contact with the Yukon Teachers Association to exchange information and resolve problems.

Contact with the general public to provide information and to consult on education initiatives, issues and planning for the Yukon system of schools and to discuss and resolve complaints and concerns.

Contact with Council of Ministers of Education, Canada (CMEC) and other national organizations, which develop the protocol and research for Educational matters.

Contact with the Assistant Deputy Ministers Advisory Council (ADMAC) group of the Government of Yukon.

Professional relationships with representatives of the Teaching Profession Appeal Board, school councils and board, etc. enable the facilitation of investigations or exploration of options for resolution of complaints and appeals;

Section 5 - Specific Accountabilities

Leads the strategic design and coordination, through effective partnerships with Yukon First Nations and other partners in education, of the standards, procedures and quality assurance measures required for effective delivery of Yukon's K-12 curriculum and instructional practice, post-secondary and Labour Market Framework. This branch provides strategic advice, system analytics, research, policy, program resources and training to support managers and educators at all levels.

Strategic planning, branch management and direction including establishment and alignment of unit goals, objectives, priorities, plans and supervision of staff, work and budget allocation.

Leads senior managers within the division in the development, design and implementation of post-secondary and adult learning programs, legislation, regulation and policies to ensure a continuum of education in Yukon which allows for a smooth transition from the public school system to the post-secondary system and the world of work.

Accountable for a wide and varied range of decisions, resulting from discussion and negotiations with federal counterparts related to funding agreements, reallocating resources, exchanging information, evaluating legislation and programs, strategy and policy statements taken on behalf of the Yukon Government on matters i.e. Tripartite Joint Education Action Plan (JEAP) Agreement, Labour Market Development and Labour Market Bi-lateral Agreements and French First and Second Language Bi-lateral Agreement under.

Creates an environment where authentic conversations occur, partnerships are created and the transformation work is a shared responsibility.

This position will play a key role in ensuring that Yukon people receive access to education by negotiating federal funding agreements, reallocating resources, exchanging information, evaluating legislation and programs.

Leads the design and implementation of processes to enhance the department's capacity to monitor performance in the education system; leads subsequent analysis, synthesis and interpretation of student success, including presenting evidence-based information, conclusions and recommendations to senior management and superintendents

Leads the department information technologies, to plan and manage information technology resources and administer the department's information resources to support corporate programs, goals and initiatives.

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	2019/20
Annual Payroll	\$ 6,106,000
O&M (excluding payroll)	\$19,452,000
Capital (excluding payroll)	\$0
Revenues	\$1,000
Recoveries	\$16,137,000



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

This position manages all expenditures associated with the Policy and Partnerships division including the allocation to schools of financial and human resources. The incumbent also influences expenditures and revenues resulting from the Bilateral Agreement between Canada and Yukon Government under Official Languages in Education.

Section 7 - Working Environment

This position manages all expenditures associated with the Policy and Partnership division including where applicable the allocation to schools of financial and human resources. The incumbent also influences expenditures and revenues resulting from tripartite and bilateral agreements between Canada and Yukon Government under Education.

Section 8 - Signatures

<p>Director, Human Resources:</p> <p></p> <p>Signature:</p> <p>Date: Feb 11/20</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: Feb 11, 2020</p>
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Section 9 – Organization Chart

