

JOB DESCRIPTION

Section 1 - Identifying Data

Position Title: Assistant Deputy Minister

Department: Health & Social Services

Branch: Continuing Care

Position Number: 00107262

Location: Whitehorse

Supervisor's Title: Deputy Minister

Medical Clearance Required: Yes / No

Security Clearance Required: Yes / No

Date Completed: January 14, 2020

Section 2 - General Summary (main purpose of position)

This position is responsible for the leadership of the Continuing Care division, which includes the following program areas: Care & Community, Safety & Clinical Excellence, Long Term Care Homes, Clinical Psychology and Finance, Supply Chain & Administration. This role is a key partner in leading the Health & Social Services department and participates in Federal/Provincial tables that influence Health and Social systems across Canada.

Section 3 - Principal Duties and Responsibilities (5 to 10 of the most important)

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 (describe the working relationships associated with the job)

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 (describe the expected end results of the job, i.e. why does it exist, what purpose does it serve?)

The purpose of the role is to lead and ensure the provision of high quality continuing care services and to provide key leadership within the Department to ensure the provision of high quality integrated Health and Social Services that meet the needs of Yukon citizens.

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	2019-2020
Annual Payroll	\$ 63,080,000
O&M (excluding payroll)	\$ 17,526,000
Capital (excluding payroll)	\$ 6,223,000
Revenues	\$ 4,368,000
Recoveries	\$ 7,724,000

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

Section 7 - Working Environment (describe the normal working conditions of the position - e.g. physical effort, exposure to hazards, mental / physical disagreeableness – as well as the procedures, equipment etc. that are in place to mitigate / avoid such conditions)

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: <i>W. Barron</i></p> <p>Date: <i>Jan 15/2020</i></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: <i>C. Sheppard</i></p> <p>Date: <i>January 16, 2020</i></p>
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Section 9 – Organization Chart (use the tool in Word to add / delete boxes to the chart below, or create an organizational chart in another program, e.g. Org Plus)

