

JOB DESCRIPTION

Section 1 - Identifying Data

Position Number	108699 109854
Position Title	Assistant Deputy Minister
Supervisor's Title	Public Service Commissioner
Department	Public Service Commission
Branch/Unit	People & Culture
Location	Whitehorse
Date Completed	January 2020
Medical Clearance Required?	No
Security Clearance Required?	No

Section 2 - General Summary

This position is responsible for providing senior leadership to an integrated People & Culture division within the Public Service Commission. These corporate programs and services include Organizational Development, Communications, Engagement & Strategic Initiatives, Diversity & Inclusion, and People Metrics, Analytics & Projects. The incumbent provides strategic direction and supports the development of an effective and responsive division, and plays a key role in the department's Senior Management Team.

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.
6. Leads and oversees the provision of support and advice to other Yukon government departments with respect to corporate HR direction, policy, interdepartmental projects and communications under the People Plan.

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
- *Yukon First Nations* to collectively work together on strategic initiatives and plans (Final Agreement - Representative Public Service Plan).
- *Officials and representatives of other governments, organizations and agencies* - facilitate essential relations and partnerships, to learn and exchange information and represent Yukon at forums

Section 5 - Specific Accountabilities

The Assistant Deputy Minister provides leadership, direction, and prioritization for the creation and delivery of all services within its responsibility. Success will depend on the incumbent's ability to influence others to act cooperatively and collaboratively toward common goals.

Key decisions are strategic in nature, and revolve around designed strategies, mandates and government direction/approaches such as the People Plan, that will be implemented across to bring about desired results.

The Assistant Deputy Minister must achieve a fine balance between providing leadership and working collaboratively with departments. It requires continual work with PSC staff and government contacts to present a clear and consistent picture of strategic corporate HR services. The ADM's role is as much to educate and establish effective on-going working relationships as it is to solve problems.

Section 6 – Budget

What is the annual budget under the direct control of the position?

Fiscal Year	2020/2021
Annual Payroll	\$ 3,518,000
O&M (excluding payroll)	\$ 2,405,000
Capital (excluding payroll)	\$ 23,000
Revenues	\$ 0
Recoveries	\$ 5,000

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

Position has authority/ability to reallocate resources within the division. For example, may reallocate resources between object codes, and between other costs and personnel costs if required.

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 9 – Organization Chart

