

# Position Profile

Job Title: Assistant Deputy Minister, Immigration Pathways

Department: Advanced Education, Skills and Immigration

Location: Winnipeg, MB

Classification: Executive Officer 2 (EX2)

Employment Type: Regular, Full Time

Closing Date: January 10, 2021

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**Immigration Pathways** coordinates with other levels of government and local stakeholders to administer economic immigration programs focused on the skill and talent needs of Manitoba's employers to bridge gaps that cannot be filled domestically.

The division is responsible for the design and management of the Manitoba Provincial Nominee Program and working with partners to promote the province as a destination of choice for international talent to study, work, and live.

## Position Overview

Reporting to the Deputy Minister, as a member of the department's executive management team, the Assistant Deputy Minister is responsible to lead and manage the Immigration Pathways division, provide advice and support to the Deputy Minister, and contribute to achieving the corporate goals of government through cross-department initiatives.

## Key Responsibilities

The Assistant Deputy Minister, Immigration Pathways will:

- Support the Province in achieving its strategic immigration priorities by maintaining strong and collaborative relationships with key federal and provincial counterparts to strengthen Manitoba's partnerships in a shared jurisdiction.
- Coordinate with federal partners and counterparts leveraging the constitutionally-shared jurisdiction to build a strong bilateral partnership.

## Key Responsibilities (Continued)

- Support the deputy minister by providing strategic options, comprehensive policy advice and recommendations using internal and external expertise. Provide briefings and advice to the minister and Cabinet.
- Develop relationships with internal, cross department and external stakeholders; lead cross-department and corporate initiatives; represent the interests of the department in federal, provincial and territorial initiatives and discussions.
- Lead the development of strategic objectives, financial and business plans and operating principles for the division that are consistent with government direction, department goals and public expectations; evaluate outcomes and ensure all legal and reporting requirements are met.
- Build a respectful workplace culture that promotes diversity, learning and continuous improvement. Coach and mentor the management team and support individual and team development.
- Direct the management of the human and financial resources of the division to deliver on operational and strategic mandates, ensuring the appropriate allocation of resources to maximize efficiency. Monitor and control expenditures and develops plans for future human and financial resource needs.

## Skills, Knowledge and Abilities

You are a strong leader and have the ability to foster a culture that is supportive of positive organizational change and innovation and will demonstrate the following selection criteria:

- Proven ability as a leader with a commitment to create, support and sustain a diverse environment that enables staff to achieve results and to develop and build organizational capacity for the future.
- Senior management experience with responsibility for significant human and financial resources, and experience translating strategic priorities into clear operational and business plans and delivering results.
- Strong verbal and written communication skills with experience managing complex, high-level internal and external stakeholder relationships.
- Excellent political acumen demonstrated through experience providing strategic advice to senior leaders on complex topics and sensitive issues.
- Demonstrated ability to deal with ambiguity, leverage opportunities for innovation, find creative solutions to issues, and successfully manage change.
- Demonstrated resilience and the ability to respond to challenge in a professional, inclusive and constructive manner.
- Experience providing leadership and direction in the design and implementation of legislation, policies and programs.
- Strong verbal and written communication skills in French would be considered an asset.

## Department Overview

The Department of Advanced Education, Skills and Immigration is guided by the vision of building a skilled and talented Manitoba.

Our mission is to build knowledge and skills through a competitive advanced education system and open immigration programs, leading to economic growth and new opportunities for all Manitobans.

Immigration Pathways is responsible for the design, management and evaluation of the Manitoba Provincial Nominee Program; contributes to a consolidated Manitoba centric effort to promote the province as the destination of choice for international talent to study, work and live; and works with federal partners to ensure the successful integration of newcomers to Manitoba.

The Department of Advanced Education, Skills and Immigration is comprised of the following divisions and branches:

- Advanced Education
- Immigration Pathways
- Student Access and Success
- Policy and Performance

## Transforming the Manitoba Public Service

It is an exciting time to be a public servant in Manitoba. We are in a period of profound technological, environmental, and socioeconomic change that compels us to evaluate the nature of our work and the essence of our culture.

[Transforming the Manitoba Public Service: A Strategy for Action](#) was designed to help the public service move forward in a unified way. Created as a long-term strategy to modernize the public service, it guides the transformation of both the work and the culture of the Manitoba public service.

## About the Government of Manitoba

The Manitoba government offers rewarding careers to its employees who deliver hundreds of programs and services to the public. The government has a wide variety of departments, reflecting over 700 different types of jobs, located in communities across the province.

We are an employer that has a commitment to integrity, respect, diversity, inclusion and advancing reconciliation. In 2020, the Manitoba government has once again been selected as one of Manitoba's Top Employers, one of Canada's Top Employers for Young People and one of Canada's Best Diversity Employers. The Manitoba government has a committed, caring and creative workforce that is passionate about contributing to and improving services to our communities and the lives of Manitobans.

## About Manitoba

The province of Manitoba is home to almost 1.3 million people who have a well-deserved reputation for being among the friendliest in Canada. No matter what your interests are, Manitoba offers everything from Polar Bear expeditions to gallery tours.

Our capital city, Winnipeg, has a population of over 700,000 and is located at the geographic centre of North America. Home to the world-renowned Royal Winnipeg Ballet, the Canadian Museum for Human Rights and the NHL's Winnipeg Jets, Winnipeg is one of Canada's most historic and beautiful cities.

Offering you four distinct seasons and the highest number of sunlight hours in Canada, you are guaranteed to find the life you're looking for in Manitoba.

Come see for yourself!

