



EXECUTIVE DIRECTOR, ADMINISTRATION (SF5)

Administration Branch

COMPETITION NUMBER: 010820

SALARY: SF5 \$ 109,620 - 131,238 per year

CLOSING DATE: October 8, 2020

Position Overview:

Reporting to the Speaker of the Manitoba Legislative Assembly, the Executive Director provides strategic and collaborative leadership for three key branches of the Assembly – Human Resource Services, Financial Services and IT, promoting service excellence and building organization capacity, responsiveness, and a culture of high performance and accountability.

The Executive Director provides expert leadership and advice in the development, design and implementation of policies and strategic initiatives that encourage innovative change and/or protect and safeguard the integrity and accountability of the Legislative Assembly.

The Executive Director serves all elected Members with impartiality and confidentiality and provides advice and guidance on administrative matters to the Speaker, the Clerk and the Legislative Assembly Management Commission (LAMC).

The incumbent of this position is an employee of the Legislative Assembly, not a civil servant.

Conditions of Employment:

- Must be legally entitled to work in Canada
- The incumbent of this position must be, and remain, politically non-partisan in both perception and fact

Qualifications:

Essential skills/expertise:

- Post-secondary degree in business, management, or a related field. An HR or CPA designation or MBA is an asset. Equivalent combination of education and management experience may be considered.
- Several years of senior leadership experience.
- Strong demonstrated leadership skills enabling teams to deliver efficient professional services while fostering a culture of growth, accountability and leadership.
- Demonstrated ability building and maintaining constructive relationships with a broad range of diverse stakeholders including senior level staff, Legislative Assembly Management Commission members, MLA's, Caucus Chairs, and Leaders.
- Organizational management experience with responsibility for IT, human, and financial resources.
- Demonstrated experience providing senior level advice and guidance on matters of legislation, policy, and procedure.

- Strong political acumen and tact, demonstrated through experience making and supporting difficult decisions while maintaining confidentiality.
- Highly developed written communication skills, demonstrated ability to write politically sensitive and confidential documents with a high level of accuracy and detail.
- Strong verbal communication skills, demonstrated ability to communicate to all levels of the organization and to external stakeholders.

Preferred skills/expertise:

- Knowledge and understanding of the Manitoba Legislative Assembly or other Canadian Assemblies.

Duties:

The Executive Director, Administration Branch provides leadership, oversight, direction and supervision to the Administration Branch of the Legislative Assembly (HR, Finance and IT) and oversees the delivery of support services by developing goals, objectives, and policies that are in line with the goals of the Legislative Assembly. The role serves as chief advisor on management and administrative matters to support the Speaker, the Clerk, Independent Officers, MLA's, and Caucus Offices.

The Executive Director, Administration Branch represents and promotes the interests of the Assembly by developing and maintaining a thorough understanding of operating requirements and developing relationships with external stakeholders (i.e. government bodies, Civil Service Commission, Treasury Board). The role presents issues and recommends proposals to the Legislative Assembly Management Commission and responding to questions from the media and the public relating to Members, financial or human resource matters.

The role is responsible for the strategic and budgetary process for the Legislative Assembly and leads the Legislative Assembly Audit Committee; ensuring financial oversight, effectiveness of internal controls, and audit plan approval.

This position is being advertised both internally to existing employees of the Legislative Assembly, as well as externally. First consideration will be given to internal candidates. If you are interested in this position, please submit your resumé and cover letter by October 8, 2020.

Please send resumé and cover letter directly to: support@lisaandersonsolutions.com

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or resumé if they are from any of the following groups: women, Indigenous people, visible minorities and persons with disabilities.

We thank all who apply and advise that only those selected for further consideration will be contacted.

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Your cover letter and resumé must clearly indicate how you meet the qualifications.