

Position Profile

Job Title: Executive Director, Manitoba Status of Women Secretariat

Department: Sport, Culture, and Heritage

Location: Winnipeg, MB

Classification: Senior Manager 2 (XM2)

Employment Type: Regular, Full Time

Closing Date: March 23, 2020

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Position Overview

The Manitoba Status of Women Secretariat (MSW) promotes gender equality and the equal participation of all women in society, works to improve the economic, legal, social and health status of women and contributes to ending exploitation and violence against women, including through oversight of the Family Violence Prevention Program.

Reporting to the Deputy Minister, for Sport, Culture and Heritage, the Executive Director is also accountable to the Minister for Sport, Culture, and Heritage, who is the Minister responsible for Manitoba Status of Women. The Executive Director is responsible for, and oversees the operation of the Manitoba Status of Women Secretariat (MSW) and Family Violence Prevention Program (FVPP); and acts as liaison and advisor to the Manitoba Women's Advisory Council (MWAC).

As a member of the department's executive management team, the Executive Director is responsible to lead and manage the Manitoba Status of Women Secretariat (MSW) and provide advice and support to the Minister and Deputy Minister.

The Executive Director of Manitoba Status of Women Secretariat will:

- Build a respectful workplace culture that promotes diversity, learning and continuous improvement. Directly manage a team of staff to achieve objectives of the Secretariat. Allocate work, support staff development, and monitor performance. Ensure all Secretariat employees understand how their work connects to Secretariat and government objectives.

- Provide non-partisan information, sound advice and recommendations to Ministers and senior government officials, drawing on internal and external expertise. Acts as Secretary to the Gender-Based Violence Committee of Cabinet and supports the Manitoba Women's Advisory Council.
- Direct the management of the human and financial resources of the *Secretariat* to deliver on operational and strategic mandates, ensuring the appropriate allocation of resources to maximize efficiency. Direct the preparation of authority seeking documents and/or ministerial correspondence.
- Develop relationships with internal, cross department and external stakeholders; lead cross-department initiatives; represent the interests of the Secretariat in federal, provincial and territorial initiatives and discussions.
- Develop and implement accountability mechanisms that include evaluation, performance measures (e.g., balanced scorecards), and reporting for the *Secretariat*, including for funded agencies. Monitor performance measures and outcomes, take corrective action where required, and report to senior leadership.

Skills, Knowledge and Abilities

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

- Experience working in a health, social services or public administration setting.
- Knowledge of, or experience in the area of issues affecting women, gender equity, and gender diverse populations including stakeholders' needs and interests would be considered an asset.
- Knowledge of legislation relating to violence against women and gender equity and experience in design and implementation of programs and policies.
- 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 for the future.
- Demonstrated ability to deal with ambiguity, leverage opportunities for innovation, find creative solutions to issues, and successfully manage change.
- Senior management experience with responsibility for 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 resilience and ability to respond to challenge in a professional, inclusive and constructive manner.

Overview

MSW's objectives are to:

- Promote gender equality and the equal participation of all women in society
- Improve the economic, legal, social and health status of women
- Contribute to ending exploitation and violence against women and gender based violence

MSW works to:

- Identify the needs and concerns of Manitoba women
- Raise awareness of issues affecting women
- Partner with community organizations and other government departments to promote gender equality and provide programs and services that address family violence
- Bring the concerns and aspirations of women to the provincial government and ensure they are integrated into government programs, policies and legislation

MSW oversees the Family Violence Prevention Program, and supports and provides tools to conduct Gender Diversity and Analysis.

The Manitoba Women's Advisory Council (MWAC) also works with MSW to represent the issues and concerns of Manitoba women. The council focuses on issues that have a social, legal or economic impact on the lives of women and their families. For more information visit <https://www.gov.mb.ca/msw/index.html>

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!

