

Position Profile

Closing Date: February 1, 2021

Job Title: Director, Organization and Staff Development

Department: Manitoba Civil Service Commission

Location: Winnipeg, Manitoba

Classification: Senior Manager 1 (XM1)

Employment Type: Term (one year with the possibility for further extension), Full Time

Position Overview

Reporting to the Executive Director, Policy, Programs and Learning, you will be responsible for providing leadership and oversight to the Organization and Staff Development (OSD) Unit which is accountable for leading the innovation and transformation of services, programs, initiatives and policies in support of learning, leadership, and organizational development priorities across core government.

You will align the strategic direction of your unit with the priorities and mandates of government and lead OSD in advancing the Manitoba Public Service Transformation Strategy.

As a key member of the branch leadership team, you will be committed to strong corporate leadership and creating the conditions to support an innovative, inclusive, client-focused, and highly effective organizational culture.

Responsible for a combined operational and programming budget of approximately \$1.5 million per year, you will demonstrate efficient and effective fiscal and operational practices.

The Director of OSD will:

- Build a respectful workplace culture that promotes diversity, inclusion, learning and continuous improvement
- Lead the transformation of services, programs, and initiatives ensuring alignment with key departmental and governmental priorities
- Coach, mentor and support the development and performance of a diverse team of professional staff
- Develop effective and collaborative relationships with internal and external stakeholders
- Support the Executive Director and Civil Service Commissioner by providing strategic options, advice and recommendations to support strategic planning and program development
- Lead the strategic financial and operational planning for the unit and establish an integrated performance management framework to ensure key performance indicators are being achieved within allocated resources
- Oversee the procurement, contractual relationships and evaluation of a diverse group of external service providers

You will satisfy the following conditions of employment:

- Must be legally entitled to work in Canada
- Must provide and maintain a satisfactory Criminal Record Check
- Must be able to work extended hours, including evenings and weekends, if and when required.

Reflective of the government's commitment to provide services in both official languages, preference may be given to candidates who identify as being bilingual in French and English.

Skills, Knowledge and Abilities

You will be a progressive and collaborative leader who demonstrates integrity, respect, acts with skill and dedication, and in the public interest.

You will effectively lead the Organization and Staff Development Unit to achieve its mandate and foster a positive and innovative organizational culture.

You will demonstrate the following senior management competencies:

- Experience as a senior leader responsible for creating, supporting and sustaining a diverse and inclusive environment that enables staff to achieve results and develop organizational capacity for the future
- Experience translating strategic priorities into clear operational and business plans; and, delivering results using strategic performance management and measurement systems
- Experience dealing with ambiguity, demonstrating resiliency and leveraging opportunities for innovation to find creative solutions and lead through change
- Effective communication and interpersonal skills with the ability to establish and maintain relationships with a variety of internal and external stakeholders
- Effective political acumen demonstrated through experience providing strategic advice to senior leaders
- Strong financial acumen with experience in budgeting and financial management
- Experience building relationships with Indigenous peoples and implementing the principles of reconciliation
- Knowledge of theories, models and trends related to organizational and employee learning, leadership and development

Department Overview

The Manitoba Civil Service Commission is the independent and impartial agency responsible for leading effective human resource and labour relations management in government and representing the public interest in the administration of The Civil Service Act and regulations.

The Manitoba Civil Service Commission is a central agency and plays a key role in carrying out government priorities by working closely with other departments and the public sector to support the priorities and mandate of government.

The department consists of the following boards, offices, branches and divisions:

- Civil Service Commission Board
- Executive Office
- Policy, Programs and Learning Branch
- Human Resource Operations Division
- Labour Relations Division
- Corporate Services*
- Central Finance*

*Dual reporting relationship to Manitoba Civil Service Commission and Manitoba Finance

The Policy, Programs and Learning Branch develops and implements initiatives, policies and programs that sustain and inspire the Manitoba Public Service.

The branch strengthens policy and governance frameworks and provides human resource reporting and analysis; develops and implements learning and development opportunities and organizational consulting services to build leadership and capacity; and, enhances diversity and inclusion to foster a positive workplace culture that enables employees to deliver on government commitments and improve outcomes for Manitobans.

For more information on Manitoba Civil Service Commission, visit: www.gov.mb.ca/csc/index.html

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. 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.

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 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.

As part of the Civil Service Commission's management team, you will be a leader in creating the conditions necessary to foster a public service culture for the future.

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!

