

# Position Profile

Job Title: Assistant Deputy Minister, Transformation

Department: Families

Location: Winnipeg, MB

Classification: Executive Officer 2 (EX2)

Employment Type: Term, Full Time (6 months with possibility of extension)

Closing Date: January 28, 2021

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## 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 department's strategic transformation activities, provide advice and support to the Deputy Minister, and contribute to achieving the corporate goals of government through cross-department initiatives.

The ADM, Transformation provides executive leadership for the strategic transformation of the department, focusing on innovating, reorganizing and transforming internal work systems, roles, responsibilities and supports for external delivery partners included funded agencies. The position ensures transformation activities are coordinated and aligned across the department and are consistent with the department's mandate and with broad government priorities, including financial responsibility, regulatory accountability, public transparency and the overall public service transformation strategy.

The Assistant Deputy Minister, Transformation will:

- Lead the development of strategic objectives, financial and business plans and operating principles for departmental transformation that are consistent with government direction, department goals and public expectations; evaluate outcomes and ensure all legal and reporting requirements are met.
- Develop relationships with internal, cross department and external stakeholders; lead cross-department and corporate initiatives.
- 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.
- Build a respectful workplace culture that promotes diversity, learning and continuous improvement. Coach and mentor the management team and support individual and team development.
- Support Executive Management Committee in developing plans to direct the management of the human and financial resources of the department to deliver on the transformation agenda, including making recommendations to ensure the appropriate allocation of resources to maximize efficiency.

## Skills, Knowledge and Abilities

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

- Post-secondary degree in business or public administration, or a related field.
- 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
- 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.
- Proven political acuity and ability to manage complex issues within an organization with high public profile and scrutiny
- Knowledge of effective practices in change management along with hands-on experience leading large scale change initiatives
- Ability to support a performance driven, respectful and innovative team culture
- Experience building relationships with Indigenous people and implementing the principles of reconciliation
- 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.

## Department Overview

The Department of Families is guided by the vision that all individuals served by the department are to be supported in their personal development, stability and independence. Our mission is to help keep children, individuals, families, and communities safe and secure, while supporting personal development, self-reliance, well-being and social inclusion.

The Department of Families is responsible for a wide range of programs and services that are delivered by the department, or by community-based partner organizations.

The department consists of the following divisions, boards and commissions:

- Administration and Finance
- Corporate Services
- Child and Youth Services
- Community Service Delivery
- Manitoba Housing
- Social Services Appeal Board
- Vulnerable Persons' Commissioner Office

For more information visit

<https://www.gov.mb.ca/fs/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.

