

Position Profile

Date: December 3, 2021

Job Title: Director, Program Review Projects

Department: Manitoba Finance, Treasury Board Secretariat

Location: Winnipeg, Manitoba

Classification: Senior Manager 3 (XM3)

Salary: \$98,670 - \$117,866

Employment Type: Regular Full Time

Closing Date: December 15, 2021
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Position Overview

Reporting to the Assistant Deputy Minister, Strategic Initiatives, and working closely with the other units of Treasury Board Secretariat, the Director, Program Review Projects, will lead a team to review and evaluate government programs and entities. Using the latest most relevant program evaluation methodologies, tools and techniques, the Director will achieve data-driven, thorough, program reviews that will assist government decision-makers to determine the best course of action.

The Director will build on an understanding of the unique characteristics of governments and public sector to be successful in developing relationships and trust with departmental leaders. At the same time, the Director still retains independence and integrity in the findings and recommendations of the Program Reviews.

The Director, Program Review Projects will:

- Build a respectful workplace culture that promotes reconciliation, diversity, learning and continuous improvement.
- Lead and support a diverse team of professional staff including training, mentoring, overseeing performance and managing work flow.
- Support the priorities of the Manitoba Public Service.
- Embed principles and practices of Value-for-Money Program Reviews, Program Evaluation, Lean Management, and Change Management across Government.

- Demonstrate effective project management techniques to achieve results and outcomes in a timely manner.
- Provide recommendations to Treasury Board, senior management and other government officials on high profile projects, while clearly articulating risks and challenges and providing comprehensive mitigation strategies.
- Understand or learn government processes to be able to ensure that findings and recommendations of Program Reviews are realistic and can be successfully implemented.
- Establish strong working relationships with departmental and senior government officials, including developing and coordinating working groups as needed.
- Participate as a member of the Secretariat's management team, and collaborate with other units of TBS.
- Exemplify the values and ethics of the Government of Manitoba.

Qualifications Overview:

The successful candidate will possess the following:

- Post-secondary education with a focus on finance, economics, social sciences or business administration; Master's level degree is preferred.
- Experience working in a variety of sectors, preferably including public sector, with the ability to utilize influence, networks, and complex information to anticipate impact of decisions, solve problems, and advance opportunities.
- Extensive research and analytical skills with experience providing strategic advice to senior leaders and officials on highly confidential, complex and sensitive topics and issues.
- Progressive, outcomes-driven and trusted leader, who can effectively build greater collaboration, diligence and innovation within the team as well as with government departments and agencies.
- A skilled project manager with the ability to achieve project schedules within a public sector context.
- Experience leading and supporting project teams and staff for program reviews, program evaluation, change management and training initiatives.
- Proven ability to train and mentor your team and others and develop organizational capabilities to meet anticipated project needs.
- Demonstrate political acumen in managing complex relationships with internal and external stakeholders who may have conflicting priorities.
- Experience and knowledge in the areas of Program Evaluation, Program Reviews, Lean Management and /or change management.
- The ability to clearly and concisely communicate complex information to all levels of the organization and to external stakeholders and the public both verbally and in writing.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must provide and maintain a satisfactory Criminal Record Check.
- Must have the ability to work evenings and weekends as required.
- Must be willing and able to travel throughout the Province, Canada, and internationally.

The Manitoba government recognizes the importance of building an exemplary civil service that is inclusive and reflective of the population it serves.

We encourage applicants to voluntarily self-declare in the cover letter, resumé or application if they are from any of the following employment equity groups: women, Indigenous people, visible minorities, and persons with disabilities.

Employment Equity is a factor in selection for this competition. Consideration will be given to women, Indigenous people, visible minorities and persons with disabilities.

Department Overview

Our vision is a dynamic and innovative organization that supports a strong and growing province. Our mission is to Implement and manage effective financial, fiscal and economic policies, practices and services for Manitoba and its citizens.

Treasury Board Secretariat

Treasury Board Secretariat is located within the Department of Finance, but operates as an independent central government agency.

Treasury Board Secretariat provides financial and analytical support and strategic management advice to the Minister of Finance and Treasury Board. Treasury Board is a sub-committee of Cabinet responsible for the overall fiscal management and reporting of the Manitoba government and the establishment of policies required for the effective management of public funds to meet government objectives. The Secretariat is headed by a Deputy Minister who acts as Secretary to the Board.

The major functions fulfilled by the Treasury Board Secretariat include:

- Monitoring, analyzing, and reporting on the financial position of the province
- Planning and coordinating the review and preparation of the annual estimates and participating in the development of the annual budget
- Providing analyses in support of the efficient and effective utilization/allocation of the province's financial and human resources, both in the context of the annual estimates process and on an ongoing basis throughout the year
- Undertaking reviews of specific program areas and, implementing the recommendations as government directs
- Developing and communicating policies, procedures and guidelines on administrative matters, and maintaining the General Manual of Administration
- Providing guidance to departments on a government wide planning and performance measurement, including the use of Balanced Scorecards

Treasury Board Secretariat consists of the following areas:

- Office of the Secretary to Treasury Board
- Fiscal Management and Capital Planning
- Analytical Services Unit
- Strategic Initiatives Division (including Program Review)
- Office of the Provincial Comptroller
- Internal Audit

For more information on Manitoba Finance visit

<https://www.gov.mb.ca/finance/index.html#tb>

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 2019, 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.

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 divisional management team, you will be a leader

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!

