

Position Profile

Job Title: Assistant Deputy Minister, Investment and Trade
Department: Economic Development, Investment and Trade
Location: Winnipeg, MB
Classification: Executive Officer 2 (EX2)
Employment Type: Regular, Full Time
Closing Date: June 1, 2022
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Manitoba Economic Development, Investment and Trade develops economic policy and programming for existing and new business while providing jobs and business support to: provide business investment support and concierge services; gather and disseminate labour market and economic intelligence; promote industrial clusters; provide workforce training; support research and innovation; and lead Manitoba's engagement in intergovernmental labour market and economic development forums.

The Investment and Trade Division will lead the province's investment and trade agenda by setting strategic direction; target markets of greatest opportunity; advance the needs of Manitoba business and industries to enable economic growth and offer a "no wrong door" navigation for foreign direct investors, entrepreneurs and businesses.

Position Overview

Reporting to the Deputy Minister, as a member of the department's executive management team, the Assistant Deputy Minister, Investment and Trade is responsible to lead and manage the department's strategic objectives to support Manitoba's investment and trade agenda, provide advice and support to the Deputy Minister, and contribute to achieving the corporate goals of government through cross-department initiatives.

Key Responsibilities

The Assistant Deputy Minister, Investment and Trade will:

- Build a respectful workplace culture that promotes diversity, learning and continuous improvement. Coach and mentor the management team and support individual and team development.
- Lead the development of strategic objectives, financial and business plans and operating principles for the division that are consistent with government direction, department goals and public expectations; evaluate outcomes and ensure all legal and reporting requirements are met.
- Direct the management of the human and financial resources of the division to deliver on operational and strategic mandates, ensuring the appropriate allocation of resources to maximize efficiency. Monitor and control expenditures and develop plans for future human and financial resource needs.
- Develop relationships with internal, cross department and external stakeholders; lead cross-department and corporate initiatives; represent the interests of the department in federal, provincial and territorial initiatives and discussions.
- 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.

Qualifications Overview

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

- Post-secondary degree in economics, 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, 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 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 challenges in a professional, inclusive and constructive manner.
- Experience providing leadership and direction in the design and implementation of legislation, policies and programs.
- Experience building relationships with Indigenous people and implementing the principles of reconciliation.

Manitoba Economic Development, Investment and Trade Department Overview

Our Vision: Jobs and opportunities for a prosperous Manitoba.

Our Mission: To create jobs and economic growth for Manitobans through investment, trade, and a skilled and diverse workforce.

The Department of Economic Development, Investment and Trade is responsible for a wide range of programs and services across the following divisions:

- Finance and Corporate Services
- Investment and Trade
- Industry Programs and Partnerships

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 800,000 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!

