

# Position Profile

Job Title: Assistant Deputy Minister/ Chief Operating Officer, Manitoba Housing

Department: Families

Location: Winnipeg, MB

Classification: Executive Officer 2 (EX2)

Employment Type: Regular, Full Time

Closing Date: May 22, 2023

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## Position Overview

Reporting to the Deputy Minister, as a member of the department's executive management team, the COO/ADM is responsible to lead and manage the division, provide advice and support to the Deputy Minister, and contribute to achieving the corporate goals of government through cross-department initiatives.

The Manitoba Housing and Renewal Corporation (Manitoba Housing Division) is a Crown Corporation within the Department of Families with a legislated mandate to:

- Enhance the affordability of, and accessibility to, adequate housing for Manitobans, particularly to those persons of low- to moderate-incomes or those with specialized needs
- Maintain and improve the condition of the existing housing stock
- Ensure that there is an adequate supply of housing stock in Manitoba
- Stimulate the activities of the housing market to the benefit of Manitobans as a whole.

The Chief Operating Officer (COO) is accountable for providing executive leadership, overall direction and vision for the delivery of the Manitoba Housing and Renewal Corporation's (Manitoba Housing) client services and programs as well as property management services throughout the Province.

## Key Responsibilities

The Chief Operating Officer/Assistant Deputy Minister, Manitoba Housing 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 Corporation 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 develops 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.

## Skills, Knowledge and Abilities

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

- Broad knowledge of housing economics, housing finance, federal housing and homelessness policy and legislation, social housing delivery models and property management.
- 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 including a thorough understanding of sound financial management, accountability and good governance practices and organizational and human resource management principles.
- 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 challenge in a professional, inclusive and constructive manner.
- Experience providing leadership and direction in the design and implementation of policies and programs.
- Experience building relationships with Indigenous people and implementing the principles of reconciliation.
- Progressive leadership experience in property management, including management of portfolios / programs and large diverse teams of professionals would be considered an asset.
- A thorough knowledge or understanding of the strategic direction, priorities and policies of the MHRC and of each major program area in the public housing system would be considered an asset.

## 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 is responsible for a wide range of programs and services that are delivered by the department, or by community-based partner organizations and consists of the following divisions, boards and commissions:

- Administration and Finance
- Corporate Services
- Child and Youth Services
- Indigenous Governing Bodies Support
- Community Service Delivery
- Transformation and Technology
- Manitoba Housing

For more information visit <https://www.gov.mb.ca/fs/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. 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!

