

Date: 2023-12-18

Job Title: Assistant Deputy Minister, Emergency Management

Department: Transportation and Infrastructure

Location: Winnipeg, Manitoba

Classification: Executive Officer 2 (EX2)

Employment Type: Regular, Full Time

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## Position Overview

As a member of the department's executive management team, the Assistant Deputy Minister (ADM) is responsible to lead and manage the Emergency Management Division, provide advice, and support to the Deputy Minister, and contribute to achieving the corporate goals of government through cross-department initiatives. This position is responsible for providing executive leadership and direction to the delivery of emergency management programs and services with a particular focus on strategic long-term planning, governance and evaluation of whole-of-government outcomes and performance, responsiveness to the needs of stakeholders, partners, and clients, and the identification and assessment of emerging planning and decision influences.

The Assistant Deputy Minister will:

- Build a respectful workplace culture that promotes diversity, learning and continuous improvement.
- Lead the development of strategic objectives, and plans for the division, which are consistent with government direction and departmental goals.

- Direct the management of the human and financial resources of the division and ensure appropriate allocation of resources.
- Develop relationships with internal, cross department and external stakeholders and 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 will be a progressive and collaborative leader who can effectively lead the Emergency Management Division to achieve its mandate and foster a positive organizational culture.

You will demonstrate the following selection criteria:

- Post-secondary education in emergency management, public administration or equivalent combination of education, training, and experience.
- Comprehensive understanding of emergency management programs and services including security, safety, risk management, economic and political factors.

- Significant experience in preparing large and complex budgets complimented with knowledge of government protocol and the estimates process.
- 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 challenge 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.

### Division Overview

The Emergency Management Division draws its mandate from The Emergency Measures Act which requires that EMO oversee all aspects of preparedness in the province as well as manage, direct and coordinate the response of all departments to a disaster. EMO leads the numerous provincial programs and policies aimed at improving provincial preparedness for major emergencies and disasters.

EMO is responsible for maintaining the Manitoba Emergency Plan. The Plan is the linchpin in the Province's capacity to provide a coordinated and effective response to emergencies and disasters. It explains the provincial emergency response concept, emergency response structure, and the roles and responsibilities of provincial departments and agencies responding to emergencies and disasters.

EMO provides emergency management Training in the form of courses, workshops and exercises local and provincial government officials, emergency response personnel, public interest groups and non-government representatives who could be tasked with principal emergency management responsibility in the event of an emergency or disaster.

EMO is the provincial aggregator for the National Public Alerting System. EMO has the capability to provide broadcast interrupted emergency messages through radio and television where and when required.

## 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 senior management team, you will be a leader in creating the conditions necessary to foster a public sector 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 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!

