

**Date:** March 11, 2024

**Job Title:** Assistant Deputy Minister, Community Service Delivery

**Department:** Families

**Location:** Winnipeg, Manitoba

**Classification:** Executive Manager 3 (EX3)

**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, Community Service Delivery is responsible to lead and manage the division, provide advice and support to the Minister and Deputy Minister, and contribute to achieving the corporate goals of government through government-wide initiatives.

### **The Assistant Deputy Minister, Community Service Delivery will:**

- Provide sound fiscal oversight for approximately \$1.5B in programming and a staffing complement of approximately 1,500 full time equivalent public service staff and approximately 800 Direct Support Worker staff.
- Provide executive leadership and direction to the delivery of income supports, children's disability services, services for adults with intellectual disabilities and child and family services with a particular focus on strategic long-term planning, governance and evaluation of department outcomes and performance, responsiveness to the needs of clients, and the identification and assessment of emerging planning and decision influences.
- Lead a culture of continuous improvement towards excellence in citizen-centered services delivery, as well as develop an understanding of citizen satisfaction.

### **Key Responsibilities:**

- Build a respectful workplace culture that promotes diversity, learning and continuous improvement.
- Establish a citizen-centered culture of services delivery.
- 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 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, territorial and nation to nation 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 Community Service Delivery Division to achieve its mandate and foster a positive organizational culture.**

**You will demonstrate the following selection criteria:**

- Post-secondary degree in social work, 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 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

**Strategic Planning and Program Support** branch provides corporate support for the assistance deputy minister's office. It also provides issues management and cross program support for the division.

**Provincial Services** are of operations administers a number of income supplement benefits and housing subsidies across the province, including the delivery of health services benefits.

**Regional Social Services** delivers Children's disABILITY Services (CDS), Community Living disABILITY Services (CLDS), Residential Care Licensing, and Employment and Income Assistance (EIA) to eligible Manitobans in three rural and northern regions in the province and 12 community areas within the City of Winnipeg in partnership with the Winnipeg Regional Health Authority. The branch provides supports for Emergency Social Services and assistance to local governments in the event of an emergency or disaster.

### **Manitoba Developmental Centre**

Manitoba Developmental Centre (MDC) is an accredited residential care facility that provides care, support and developmental programs for persons living with an intellectual disability. The Centre focuses on enhancing the quality of life of residents by providing individualized plans and resident-centred clinical services. MDC transitioning all residents to the community and is set to close by fall 2024.

**Winnipeg Child and Family Services and Rural and Northern Child and Family Services** provides a comprehensive continuum of child protection, early intervention, and family support services within

Winnipeg and rural and northern regions in accordance with The Child and Family Services Act and The Adoption Act. Services include protection services to children at risk of abuse or neglect, reunification services, kinship care, foster care, and specialized placement services. The branch partners with community groups to provide supports that ease the transition of children coming into care, youth planning to live independently, and agreements with young adults.

## 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 over 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!

