

POSITION PROFILE

Date: April 26, 2024

Job Title: Assistant Deputy Minister, Courts

Department: Manitoba Justice

Location: Winnipeg, Manitoba

Classification: Executive Officer 3 (EX3)

Employment Type: Regular Full Time

Position Overview

As a member of the department's executive management team, the Assistant Deputy Minister 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 Assistant Deputy Minister is accountable for the management and leadership of the Courts Division by promoting the effective, impartial and efficient administration of the judicial process to serve the needs of Manitobans involved in criminal, civil and family disputes before the Courts. The Assistant Deputy Minister maintains a reporting relationship with the Judiciary relating to a wide range of core judicial issues including; resources, legislation implementation and education. It is the only position which operates on a regular basis with the three arms of government: executive, legislative and judicial. The ADM is accountable for the operation of all levels of court and managing the relationships with the three courts in terms of change and the evolution of both the administration of justice and the role of courts in that change.

- Provide executive leadership and direction to the delivery of programs and 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.
- Provide executive leadership and sets the strategic direction of Courts-related research and analysis, development, evaluation and reporting to ensure delivery of the division's policy agenda and initiatives. This includes providing leadership in the development and implementation of courts-related changes as a result of new or amending federal and provincial legislation, regulations, policies, and procedures.
- Provide executive leadership and assumes specific responsibility for setting the strategic direction for a significant portfolio of regulatory, compliance and enforcement functions, with a particular focus on strategic planning, governance frameworks, and evaluation of program outcomes, to ensure the integrity, alignment and effectiveness of the regulatory regime.

As a senior leader in the public service, the ADM 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 as well as the modernization and streamlining of processes, system application analysis and 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.
- To ensure all judicial and quasi-judicial functions are performed as required by legislation and the rules and practices of the Courts.
- 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.
- Establish and maintain an effective reporting and working relationship with the Judiciary to ensure an effective integration of functions among the legislative, executive and judicial arms of government.
- 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.
- To function as an active member of the Executive Management Committee, ensuring Courts' issues are effectively represented and addressed, and contributing to Department planning and policy development.

Skills, Knowledge, and Abilities

You will be a progressive and collaborative leader who can effectively lead within the Division to achieve its mandate and foster a positive organizational culture. You will demonstrate the following **essential** selection criteria, consistent across all ADM roles in government:

- Extensive experience in the legal system or other equivalent education and executive management experience.
- 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.
- Superior analytical skills in assessing issues to reach sound and timely decisions and superior communication and interpersonal skills and encourage others to work collaboratively to resolve

conflicts and solve problems recognizing the independent and interdependent roles of the many participants in the Court system.

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 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!

