

# POSITION PROFILE

Date: June 13, 2024

**Job Title: Assistant Deputy Minister/Executive Financial Officer**

**Department: Manitoba Justice**

**Location: Winnipeg, Manitoba**

**Classification: Executive Officer 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/Executive Financial Officer (ADM/EFO) 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.

- Provide executive leadership and direction to the delivery of programs and services with a particular focus on comptrollership, 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 strategic direction to a diverse portfolio of corporate services to support achievement of the department's objectives and outcomes, accountable for financial, administrative, technological, policy, legislative and regulatory requirements, and comptrollership requirements of the Department; and includes executive leadership, governance and funding oversight for the operation of Legal Aid Manitoba.
- Provide executive leadership to the delivery of cross-departmental initiatives, setting the strategic direction of research and analysis, development, program evaluation and reporting to ensure delivery of the department's agenda and initiatives. This includes providing leadership in the development and implementation of initiatives aimed at enhancing department-wide effectiveness.

As a senior leader in the public service, the ADM/EFO 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.
- Ensure the fulfilment of financial, administrative and comptrollership requirements for the department and public accountability. Lead the development of strategic objectives, financial and business plans and operating principles for the department 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 department 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 advice and recommendations using internal and external expertise for the department; assist in prioritizing department requests and options; and support cross-departmental collaboration and efficiencies. Provide briefings and advice to the minister and Cabinet.
- Coordinate Enterprise Risk Management, Business Continuity Planning, privacy request and public inquiries response, information security breach reviews, performance measurement targets and reporting, sustainable development planning and reporting activities at the department level.

### 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/EFO roles in government:

- Finance industry related post-secondary education with a preference for a recognized financial industry related designation such as a Chartered Professional Accountant or Chartered Financial Analyst.
- Strong financial acumen with experience in budgeting and financial 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, 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, including fostering and developing teams, partnerships and alliances.
- 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 evaluation, design and implementation of policies, comptrollership/accountability processes, standards and programs.
- Knowledge of public sector budget processes and financial administration policies.

## 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!

