



Where ideas work

**Assistant Deputy Minister, Finance and Corporate Services
Ministry of Children and Family Development
Victoria**

The Ministry of Children and Family Development supports healthy child development by its commitment to a collaborative professional practice delivered across a range of services that strive to maximize the potential of children and youth and achieve meaningful outcomes for children, youth and families. The Ministry promotes and develops the capacity of families and communities to care for vulnerable children and youth, and supports healthy child and family development to achieve the potential of every child in British Columbia.

The Ministry provides comprehensive services across six service delivery lines:

- Early Childhood Development and Child Care Services
- Services to Children and Youth with Special Needs
- Child and Youth Mental Health Services
- Child Safety, Family Support and Children in Care Services
- Adoption Services
- Youth Justice Services

The ADM, Finance and Corporate Services position is responsible for leading business supports in the areas of financial management, strategic planning, information technology, procurement and contract management.

This position is responsible to ensure appropriate financial control processes are established and that the ministry operates within the prescribed budget envelope. The incumbent will lead the development and implementation of the information management plan, develop the framework for funding allocations across a spectrum of service providers and develop strategies to manage cost pressures arising from collective bargaining that impact contracted service providers.

The ADM, Finance and Corporate Services, has a unique vantage point overlooking every business line within the ministry. This enables the incumbent to engage in creative corporate problem solving to strategically assist the ministry executive in its direction for the mid and long range through effective resource allocation and proactively anticipating what is needed for success. This is a leadership role for corporate initiatives in the ministry, leading business transformation and being a trusted advisor to the Deputy Minister and the ministry executive team. This position is a key contributor and member of a strong collaborative executive team. The incumbent is often called on to work as a member of the broader corporate team of ADMs to help move corporate initiatives forward related to fiscal management, business transformation and technology implementation across the public service.

Expert knowledge and experience is required in the area of financial management and financial policy development. Knowledge and experience in program and service delivery in the public sector. The broad complexity and scope of this position require managing multiple functions, stakeholders and interests. The incumbent will require substantive knowledge of financial control, planning and reporting, and the role of information technology and management information systems.

This position requires someone with superior problem solving skills; sound judgment, strategic thinking, and the ability to negotiate; ability to communicate complex issues and to formulate solutions; strong conceptual and reasoning skills. Leadership capabilities include the ability to plan, prioritize and direct work gained from extensive experience in a large private sector enterprise and/or public sector organization; ability to maintain long-term perspective while delivering short-term solutions; ability to deliver within tight deadlines.

Please review the Qualifications and Experience in the job profile below for more information. To express your interest in this opportunity, please email your cover letter and resume to Executive.Recruitment@gov.bc.ca by September 15, 2017.

The appointee will be required to consent to a criminal record check. Thank you to all who express interest.



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**Ministry of Children and Family Development
Finance and Corporate Services
Victoria, BC**

The Ministry

The Ministry of Children and Family Development supports healthy child development by its commitment to a collaborative professional practice delivered across a range of services that strive to maximize the potential of children and youth and achieve meaningful outcomes for children, youth and families. The Ministry promotes and develops the capacity of families and communities to care for vulnerable children and youth, and supports healthy child and family development to achieve the potential of every child in British Columbia.

The Ministry works together with Delegated Aboriginal Agencies, Aboriginal service partners and approximately 5,400 contracted community social service agencies and foster homes, cross-government and social sector partners to deliver inclusive, culturally respectful, responsive and accessible services that support the well-being of children, youth and families.

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The Division

The ADM, Finance and Corporate Services position is responsible for leading business supports in the areas of financial management, strategic planning, information technology, procurement and contract management.

The Position

Executives play a pivotal role in leading organizations in the execution of government's strategic corporate agenda. As key contributors, executives commit to action the business goals of government and their ministry, support the deputy minister, and develop strategies to implement government policy. Executives are accountable for the execution of strategies to achieve goals, and are measured for their performance. This position is a key contributor and member of a strong collaborative executive team.

The ADM, Finance and Corporate Services position is responsible for leading business supports in the areas of financial management, strategic planning, information technology, procurement and contract management.

This position is responsible to ensure appropriate financial control processes are established and that the ministry operates within the prescribed budget envelope. The incumbent will lead the development and implementation of the information management plan, develop the framework for funding allocations across a spectrum of service providers and develop strategies to manage cost pressures arising from collective bargaining that impact contracted service providers.

Accountabilities

Reporting to the deputy minister, specific accountabilities include:

- Takes the lead on Corporate Initiatives for the ministry; leading business transformation, transformation and technology and acts as a trusted advisor to the deputy minister and the ministry executive team.
- Ensures financial integrity through financial planning, policy development, and implementation of reporting standards and controls.
- Directs the effective utilization of information technology systems and information management to support the delivery of programs.
- Creates a results-focused, high-performance and value-driven culture by instituting and promoting effective human resource plans and strategies.
- Maximizes organizational effectiveness by creating a culture consistent with clients' vision, mission, and goals.
- Ensures optimum utilization of resources through the development and maintenance of effective management systems and controls.
- Provides leadership to an organization with a large, diverse and complex client portfolio, requiring a broad perspective on policies, plans, strategies, standards and performance measures.
- Supports executive colleagues and the ministry by maintaining a strong supporting infrastructure including financial administration, management and control; governance; organizational structure; strategic planning; and resource planning and management.
- Works closely as a member of a strong collaborative executive team.

Qualifications and Experience

- Post-secondary degree in a relevant field, or equivalent combination of education and related experience. Related experience includes:
- Expert knowledge and experience is required in the area of financial management and financial policy development.
- Knowledge and experience in program and service delivery in the public sector. The broad complexity and scope of this position require managing multiple functions, stakeholders and interests.
- The incumbent will require substantive knowledge of financial control, planning and reporting, and the role of information technology and management information systems.
- Superior problem solving skills; sound judgment, strategic thinking, and the ability to negotiate;
- Ability to communicate complex issues and to formulate solutions.
- Ability to operate effectively in a strong team contributing positively to team operations and working relationships.
- Strong conceptual and reasoning skills.
- Leadership capabilities include the ability to plan, prioritize and direct work gained from extensive experience in a large private sector enterprise and/or public sector organization; ability to maintain long-term perspective while delivering short-term solutions; ability to deliver within tight deadlines.

Competencies

To achieve government's **Vision**, the ADM must position and structure their organization to maximize its effectiveness. ADM's practice **Strategic Thinking** in translating the vision to goals and strategies, and support their accomplishment through facilitation and leading change.

In **Stakeholder Relationships**, ADM's ensure that they are enhancing the organization's relationships with external partners and stakeholders. This includes building strategic alliances, managing conflicts, negotiating effectively, and effectively communicating ideas, analyses and proposals to stakeholders.

ADM's model **Integrity and Authenticity**, building a culture of trust, integrity, risk taking and creative thinking in the organization through demonstrating personal integrity, using feedback to self-improve, following through on commitments and acting consistently with the espoused values and culture of the organization.

In **Leading People**, ADM's must motivate, empower and lead employees to accomplish goals and objectives, rewarding high performance, promoting empowerment and developing their employees, providing opportunities for growth, and managing issues with their organization.

The professional values of the BC Public Service . . .
Courage, Teamwork, Curiosity, Service, Passion, Accountability
Always with integrity