

**Ministry of Children and Family Development
Assistant Deputy Minister, Strategic Priorities
Victoria, BC**

The Assistant Deputy Minister (ADM) provides senior strategic and operational leadership in support of both Strategic Priorities and the Provincial Office of Domestic Violence. The Strategic Priorities Branch is responsible for projects from initiation to implementation, including stakeholder engagement, change management and communications. The Provincial Office of Domestic Violence (PODV) ensures provincial domestic violence policies, programs and services are effective and delivered in a comprehensive and coordinated manner across government. The Branch monitors domestic-violence policies and services and consults with community partners to support a coordinated, systemic approach to addressing domestic violence.

As ADM you provide leadership, build partnerships and engage with stakeholders on changes in legislation and policy, socio-economic trends, and program effectiveness, while considering public opinion and fiscal realities. An influential leader, the ADM creates and oversees immediate and long-term goals and strategies, and develops and presents decision documents for executive, the Minister and cabinet designed to meet the objectives of the ministry and result in positive outcomes for citizens.

In addition, this position establishes and provides leadership for the advancement of the cross government provincial domestic violence agenda. The ADM conceptualizes the required approach and leads its development, considering the impacts on legislation, policy and programs, and leveraging strategic partnerships to influence the desired outcome.

To be considered for this role, you must be a strong leader experienced in a large performance focused organization with responsibilities for leading change in a complex setting. In addition to your post-secondary degree, you are experienced in the structures, processes and practices of government and skilled at working with Ministers, executives within ministries and across government. Ideally, you will have experience with the child welfare system.

Please do not use the 'Submit your Resume' button below. To express your interest in this opportunity, please email your cover letter and resume to Executive.Recruitment@gov.bc.ca by December 21, 2016.

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



POSITION DESCRIPTION

Ministry of Children and Family Development

POSITION TITLE:	Assistant Deputy Minister	POSITION NUMBER(S):	00104817
DIVISION: (e.g., Division, Region, Department)	Strategic Priorities & Provincial Office of Domestic Violence		
UNIT: (e.g., Branch, Area, District)		LOCATION:	Victoria
SUPERVISOR'S TITLE:	Deputy Minister, Children and Family Development	POSITION NUMBER:	00054095
SUPERVISOR'S CLASSIFICATION:	Deputy Minister	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PURPOSE OF POSITION

The Assistant Deputy Minister (ADM) provides senior government strategic and operational leadership and direction in support of both Strategic Priorities and the Provincial Office of Domestic Violence. The ADM has overall accountability for ensuring the Division and its programs achieve the goals and objectives of legislation, policy and government.

The ADM provides strategic leadership on all major strategic priorities, initiatives and projects that support the ministry's and the government's strategic objectives. As ADM it is essential to build strategic partnerships and engage with stakeholders on changes in legislation and policy, socio-economic trends, and program effectiveness, while considering public opinion and fiscal realities. As an influential leader, the ADM creates and oversees immediate and long-term goals and strategies, and develops and presents decision documents for executive, the Minister and cabinet that are designed to meet the objectives of the ministry and result in positive outcomes for citizens. This position plays an integral role in the policy and program development for the Service Delivery Division.

- Strategic Priorities is clearly linked to the shared vision of the Ministry and Government and in achieving strategic goals as outlined in the Ministry's Three-Year Strategic Plan. The Branch is responsible for various strategic priority projects from initiation to implementation, including stakeholder engagement, change management and communications.

In addition, this position establishes and provides leadership for the advancement of the cross government provincial domestic violence agenda. The ADM conceptualizes the required approach and leads its development, considering the impacts on legislation, policy and programs, and leverages strategic partnerships to influence the desired outcome.

- The Provincial Office of Domestic Violence (PODV) ensures provincial domestic violence policies, programs and services are effective and delivered in a comprehensive and coordinated manner across government. The Branch monitors domestic-violence policies and services and consults with community partners to support a coordinated, systemic approach to domestic violence. PODV works closely with Aboriginal partners to increase community-driven and culturally-relevant supports to Aboriginal children, youth and families. The team promotes and supports prevention efforts and educates the ministry's front-line staff and other professionals about the resources that are available to address domestic violence.

The ADM is a member of the Ministry Executive and exercises the Deputy Minister's decision-making authority with respect to Strategic Priorities and Provincial Office of Domestic Violence services and programs. The ADM participates in the corporate management of the Ministry and advises the Minister and Deputy Minister on operational, strategic and politically sensitive issues.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Provides the leadership and accountability required to fulfill the mandate of the Branch by ensuring the range of programs and services are delivered in a fair, consistent, and effective manner, and that they meet the objectives of the programs and result in positive outcomes for citizens.
2. Leads the strategic planning processes of the Branch; develops policies and programs to influence and respond to changes in legislation, social and crime trends, program effectiveness, public opinion, and fiscal realities; approves standards, policies and procedures governing Branch operations
3. Develops and implements long-term vision, goals and strategies in support of ministry and government's goals and strategic direction; creates plans with clear linkages between current actions and long-term goals; revises plans to address long-term issues; generates organizational commitment to the vision and to action that is aligned with the government's strategic direction.
4. Identifies the resource requirements needed to fulfil the mandate of the Branch and deploy and manage resources to achieve goals within budget; directs the development and management of the Branch budget to achieve financial goals; identifies realignment opportunities that effectively utilize resources to achieve Ministry financial goals.
5. Provides comprehensive strategic options, policy advice, and recommendations to the Deputy Minister and Minister as required.
6. Develops/approves Treasury Board and Cabinet submissions, approving the preparation of accompanying documents for Ministers, such as background and speaking notes.
7. Leads organizational innovation and change; supports the development of staff through performance management. Creates/maintains an environment where employees are supported, engaged, have the necessary tools to do their jobs, and that the workplace is productive and healthy.
8. Develops performance and service standards, evaluation frameworks, and monitoring methods that promote excellence in the performance of all Branch responsibilities.
9. Participates in the corporate management of the Ministry; provides sound advice and recommendations to the Minister and Deputy Minister; represents the Minister or Deputy Minister in committees, negotiations, public forums, and media interviews.
10. Represents the Branch, Ministry and the Province on various initiatives and/or committees involving all levels of government.
11. Leads stakeholder advisory and consultation processes including building and fostering Aboriginal partnerships; develops and maintains effective, open and collaborative relationships with stakeholders.

QUALIFICATIONS:

Education/Experience

- Post-secondary degree in a relevant field, or equivalent combination of education and related experience. Related experience includes:
 - Significant experience in and understanding of the structures, processes and practices of government as well as a demonstrated ability to work effectively with Ministers, executives within ministries, and across government;
 - Leadership experience in a large performance focused organization with responsibilities for leading change in a complex setting; demonstrated competency in leading and directing a large diverse staff and a record of inspiring confidence in your leadership; experience developing, evaluating and implementing strategic and operational policy and procedures; experience managing large operational and capital budgets;
 - Experience representing an organization in public and high profile settings and developing effective working relationships and sound judgements with key internal and external contacts;
 - Experience with the child welfare system would be advantageous; background is enhanced by negotiation, consensus-building and influencing skills, and the proven ability to maintain positive relationships with stakeholders inside and outside the public safety and crime prevention communities.

Knowledge, Skills & Abilities

- An understanding of Cabinet, Treasury Board and ministerial briefing is essential. In addition, demonstrated knowledge of business planning, accountability processes and performance management systems, and the ability

to devise strategic and innovative approaches to issues are requirements for this role;

- Strong interpersonal skills; engaged, positive and committed to developing others at all levels of an organization; values teamwork and cooperation, having formed and developed highly effective teams;
- Excellent communicator; possesses the ability to build credibility; creative and innovative; viewed as a progressive, trusted leader of integrity; excellent problem solving skills with a results focus.
- Considers all viewpoints and the impact of activities on the citizen with a goal of creating positive outcomes;
- Takes an active role in shaping their area of responsibility consistent with the goals of the administration and best practices;
- Has the strategic capacity to sift through complex information and bring focus to their area of responsibility;
- Decisive, able to make decisions with speed and accuracy;
- Able to be held accountable for clear and measurable results within specific timeframes;
- Courage to take action on ideas and creates an environment in which people can be creative and take measured risks;
- Strategically positions new ideas and knows what change is needed to capitalize on them;
- Sees a broader scope than their particular area of responsibility;
- Exercises tactical judgment, projecting potential outcomes of solutions and scenarios and selecting the appropriate path to lead to the preferred outcome;
- Builds effective, collaborative networks with colleagues within and across ministries.
- The appointee will be required to consent to a criminal record check.

COMPETENCIES

Leadership implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.

Strategic Orientation is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the world at large on strategies and on choice. Strategic orientation also involves developing partnerships with other agencies and stakeholders in pursuit of road safety outcomes articulated in the Ministry's Service Plan.

Building Strategic Alliances involves knowledge and skills to engage in internal and external stakeholder analysis and to negotiate agreements and alliances based on a full understanding of power and politics.

Innovation and Change is supporting and encouraging new ideas and approaches to enhance performance and results. It is embracing change, taking intelligent risks, and helping others to engage in the change process.

Solving problems creatively involves knowledge and skills in fostering creative problem solving in the organization through critical reflection, problem analysis, risk assessment and rewarding innovation.

Change Management is the ability to support a change initiative that has been mandated within the organization. It involves helping the organization's members understand what the change means to them, and providing the ongoing guidance and support that will maintain enthusiasm and commitment to the change process.

Holding People Accountable involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.

Conflict Management is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.

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