

Position Profile

Job Title: Assistant Deputy Minister, Enforcement and Compliance

Department/Division/Branch: Enforcement and Compliance Division / Manitoba Finance

Location: Winnipeg, Manitoba

Classification: Executive Officer 3 (EX3)

Employment Type: Regular Full Time

Closing Date: May 23, 2022

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Position Overview

The Assistant Deputy Minister (ADM) reports directly to the Deputy Minister of Finance and leads the Enforcement and Compliance Division.

The ADM's primary role is to provide executive leadership and holds responsibility for setting the strategic direction for a significant portion 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. This occurs through education, awareness, customer service and enforcement activities in non-compliance situations.

As a member of Manitoba Finance's Executive Management Committee, the ADM will lead divisional responsibilities in the area of compliance management with a variety of Acts, legislations, statutes, policies and programs.

As a senior leader in government, the ADM contributes to the achievement of government's corporate goals through cross-department initiatives.

The ADM will:

- 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 develop plans for future human and financial resource needs.

- Develop relationships with internal and cross departmental 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 policy advice and recommendations using internal and external expertise.
- Implement legislative and regulatory frameworks that ensure efficient and effective administration and control of the varied compliance and regulatory provisions maintained by the division.
- Liaise with key external stakeholders to verify compliance as well as establish cohesion between proposed/implemented legislations and stakeholder interests.
- Provide proactive, accurate and timely advice and support to the Deputy Minister, Minister of Finance and Cabinet.

Skills, Knowledge and Abilities

Success in this role requires an exceptional leader with the ability to work in a changing environment which requires both strategic thinking and leadership skills. We need a results-oriented, high performer who motivates others. The ADM must exercise good judgment in problem solving skills and making decisions. This position demands superior political acumen and excellent communications (verbal and written) skills.

The successful candidate will possess the following executive management selection criteria:

- 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.
- Strong financial acumen with experience in budgeting and financial management.
- Experience providing leadership and direction in the design and implementation of legislation, policies and programs in an environment highly dependent on technology.
- Experience building relationships with Indigenous people and implementing the principles of reconciliation.

- Experience leveraging stakeholder relationships and opportunities to advance organizational priorities.

Department Overview

Our Mission is to implement and effectively manage financial, fiscal and economic policies, practices and services for Manitoba and its citizens.

Our Vision is to ensure a dynamic and innovative organization that supports a strong and growing province.

Additional information on Manitoba Finance can be found in the [Manitoba Finance Annual Report \(https://www.gov.mb.ca/finance/publications/pubs/annualrep/2020_21/finance_annual_report.pdf\)](https://www.gov.mb.ca/finance/publications/pubs/annualrep/2020_21/finance_annual_report.pdf).

Division Overview

The Compliance and Enforcement division is responsible for efficiently and effectively administering and enforcing provincial taxation statutes, including in collaboration with other tax administrations such as the Canada Revenue Agency. Activities of the division include administering the collection, processing and reporting of taxation revenues; informing and awareness of tax obligations generally and specifically for the benefit of the public and tax professionals, compliance and enforcement such as investigating and auditing; and developing and distributing public tax information to promote voluntary compliance.

The Division also includes Manitoba Financial Services Agency who protects Manitoba investors and facilitates dynamic and competitive capital and real estate markets to promote economic development while fostering public confidence in those markets.

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!

