

Position Profile

Job Title: Assistant Deputy Minister, Labour

Department/Division: Labour/Manitoba Labour, Consumer Protection and Government Services

Location: Winnipeg, Manitoba

Classification: Executive Officer EX2 (EX2)

Employment Type: Regular Full Time

Closing Date: June 28, 2022

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Position Overview

The Assistant Deputy Minister (ADM) reports directly to the Deputy Minister of Labour, Consumer Protection and Government Services and leads the Labour Division.

The ADM's primary role is to lead and manage the division, providing advice and support to the Deputy Minister, and contributing to the achievement of corporate goals of government through cross-department initiatives.

As a member of the Manitoba Labour, Consumer Protection and Government Services Executive Management team, the ADM leads divisional responsibilities in setting the strategic direction for a significant portfolio of regulatory, licencing, inspections, compliance and enforcement functions. This includes a particular focus on strategic planning, governance frameworks, program and service delivery as well as evaluation of program outcomes, to ensure the integrity, alignment and effectiveness of the regulatory regime.

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 in program evaluation and measurement in a regulatory environment is desired.

Department Overview

Manitoba Labour, Consumer Protection and Government Services (LCPGS) was established in January 2022 with the mandate to provide Labour services and Consumer Protection in addition to functioning as the internal service delivery organization for government.

LCPGS' focus is on modernizing government services, such as procurement, Information Technology (IT), asset management, digital government and data science; managing government's vertical and underground capital infrastructure; effective delivery of programs and services pertaining to workplace safety and health, employment standards and public safety; and supporting and protecting the interests of Manitoba consumers, citizens, businesses, landlords and tenants.

Division Overview

The Labour portfolio is responsible for the delivery of programs and services pertaining to workplace safety and health and employment standards; administers and adjudicates applications or referrals to the Manitoba Labour Board; provides assistance to claimants respecting workers' compensation appeals; delivers programs, services and ensures compliance with workplace safety and health, employment standards and labour legislation.

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!

