

# Deputy Minister Profile



## **Role Summary:**

Reporting to the Premier through the Deputy Minister to the Premier and the Minister responsible, the primary areas of focus for the Deputy Minister are:

- Support the Minister to ensure alignment of policies reflect the direction of government and address changing client and stakeholder needs;
- As a member of government's executive team, support the Deputy Minister to the Premier by contributing to policy development, planning and implementation of cross-ministry initiatives, and advocating new approaches and long-term views toward achieving government-wide goals;
- As the permanent head of the ministry, lead the organization in achieving the ministry business plan goals and furthering the strategic corporate agenda for the government and its public service.

## **Primary Responsibilities:**

Supports the Minister responsible for the affairs of the ministry by:

- Providing strategic advice on policy issues and program decisions, including complete information and supporting analysis.
- Providing options for action, including potential risks and consequences, to ensure an informed decision by the minister and government.
- Representing the minister in communicating the ministry business and policy agenda through participation on various committees and task forces.
- Managing significant and complex issues, along with stakeholder expectations, on behalf of the minister and the government.
- Acting as a major interface between the political and administrative function of government.

Supports the Deputy Minister to the Premier by:

- Establishing positive and effective relationships and collaborating with public service leaders from other ministries/agencies as part of the corporate leadership group and membership on deputy minister committees.
- As a member of the government's executive team, contributing to policy development, planning and implementation of cross-ministry initiatives toward achieving government-wide goals and objectives.
- Working collaboratively with leaders in other jurisdictions and organizations to define issues and to serve the government's goals and public interest.
- Developing long-term business plans and strategies which support the corporate agenda.
- Championing and participating in corporate strategic and cross-ministry initiatives.

As the permanent head of the Ministry:

- Oversees the development of a strategic business plan for the ministry to meet the needs of the citizens and is in alignment with the overall direction and expectations set by government.
- Implements government policies and decisions, leads and directs staff, and ensures activities are citizen focused and aligned with the ministry strategic plan and government corporate strategic agenda.
- Ensures the ministry structure, systems and processes are in place to enable staff to effectively and efficiently implement programs and services.
- Ensures the human, fiscal, information and program resources are maximized and effectively managed to meet goals.
- Models public service values.
- Fosters leadership skills throughout the organization and ensures that human resource management plans meet future resource needs.

## **Qualifications:**

### **Knowledge and Experience Requirements:**

Extensive related experience in a senior leadership role with proven success as a leader, formulating policies and directing diverse programs to achieve results.

Demonstrates and is recognized for a strategic leadership focus that includes articulation of a vision and government direction.

Proven ability to collaborate strategically with a wide variety of stakeholders to balance the needs and interests of these diverse groups with the government's corporate agenda.

Significant experience overseeing human, fiscal, information and program resources with the ability to integrate strategies with resources available.

Post-secondary education in a related field is preferred. Depending on the statutory or unique requirements of the position, specific qualifications may apply.

## Leadership and Management Competencies:

### ***Personal Leadership***

- Aligns personal vision and values with corporate goals and values
- Influences others to act in accordance with the organization's values
- Sees diversity as opportunity; creates an inclusive and empathetic environment free of discrimination and fear; challenges bias and intolerance
- Embraces other perspectives in an empathetic manner
- Understands the climate and the impact of decisions on the organization's culture
- Promotes a healthy work-life balance

### ***Strategic Orientation***

- Translates the strategic direction, including vision, mission and values into effective strategies
- Positions the organization to deal with emerging and long-term trends, issues and opportunities
- Creates and integrates concepts that are new and different
- Champions the development of proactive strategies and utilizes strategic alliances
- Develops, leads and ensures meaningful communication of shared vision, values, mission and strategic direction to inspire and influence others

### ***Building Organizational Community***

- Breaks down structural and functional barriers and encourages sharing of resources and knowledge
- Creates a culture where diversity and cross-team/ministry collaboration are valued
- Coaches team leaders on resolving differences or dealing with conflicts
- Establishes cross-branch/division or inter-ministry teams with clear mandates

### ***Communication***

- Communicates strategically, considering optimal message timing
- Communicates complex issues clearly and credibly
- Skillfully handles complex, on-the-spot questions from others
- Ensures communication plans are developed and implemented
- Strategically builds networks and contacts to support ideas, initiatives and directives

### ***Accountability***

- Develops a culture where people hold themselves personally accountable for results
- Ensures resources are directed to support the organization's desired goals and culture
- Plays a leadership role in shaping the ethics and values of the organization
- Serves as a role model in making tough decisions
- Recognizes, rewards and celebrates organizational achievements

### ***Innovation***

- Creates a culture that supports taking responsible risks and accepts mistakes or failures as important learnings
- Looks beyond government for shifts, trends and innovative approaches
- Takes action to align the organization (people, processes, structure and technology) with planned changes
- Removes obstacles to change and innovation
- Champions innovative solutions to support client and stakeholder needs

### ***Performance Management***

- Sets achievable organizational goals and priorities
- Balances immediate organizational needs and longer-range priorities
- Executes ministry business plans to achieve results
- Establishes performance expectations, inspires excellence and recognizes performance
- Assures appropriate measures are established to deliver client service excellence

### ***Planning and Risk Management***

- Assesses future goals, organizational needs and risks; develops comprehensive plans that bridge complex issues and span across time
- Establishes authority and sets performance guidelines at ministry level
- Delegates, consults and provides ongoing feedback to senior managers
- Acquires and maintains capital, resources and system components required to achieve integrated plans

### ***Process Management***

- Provides comprehensive policy advice, recommendations and perspectives on current ministry activities and issues
- Manages fiscal, technological and human resources at an organizational level
- Demonstrates in-depth understanding of business planning, accountability practices and systems management
- Champions safety and establishes working guidelines for employee health and well-being
- Promotes a culture of continuous improvement to ensure policies and processes are relevant and efficient