

# Assistant Deputy Minister Profile

Last revised: November 2020  
Last reviewed: September 2015  
**Next review:**

## Role Summary

Reporting to the Deputy Minister, the primary areas of focus for the Assistant Deputy Minister are:

- Provide advice and support to the Deputy Minister by recommending and implementing government policies and planning strategies.
- As part of the organization's executive team, shares responsibility for policy development, planning and implementation of cross-ministry initiatives and contributes to achieving the corporate goals of government.
- Provide leadership and direction to a division of the ministry to ensure the business plan goals are achieved and the division is successful in meeting the measures and targets of its business objectives.
- Contributes to furthering the strategic corporate agenda for the government.

## Primary Responsibilities

- Leads and manages ministry programs to be effective and responsive in implementing strategies that address client needs and align with government policy.
- Participates as an executive team member providing executive leadership within the ministry and furthering the government-wide goals and objectives.
- Leads, coaches and mentors a management team to achieve ministry plan strategies.
- Operationalizes the ministry's vision and mission in relation to the goals of the division, linking the work of the division to the work of other divisions across the ministry and ensuring consistency with government goals.
- Participates as a team member or leader with other government ministries to ensure cross ministry initiatives and the corporate goals of government are achieved.
- Provides strategic options, comprehensive policy advice, briefing papers, recommendations and perspectives to the Deputy Minister on functions, activities and issues.
- Represents the ministry and province on various committees and task forces to provide input and perspective on program initiatives.
- Manages fiscal and human resources to ensure the effective use of resources in meeting ministry plan objectives.
- Develops and maintains partnerships with public and private sector organizations in the delivery of the division's programs and services.
- Develops and maintains effective, open and consultative relationships with clients and stakeholders.
- Models public service values.

## Qualifications

### Knowledge and Experience Requirements

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

In-depth knowledge and understanding of business planning, accountability processes and risk management.

Demonstrated ability to communicate effectively and collaborate strategically with a wide variety of stakeholders and balance the needs and interests of these diverse groups.

Exceptional verbal, written, listening and interpersonal communication skills.

Demonstrated ability to take a strategic approach on opportunities for innovation and find creative solutions to issues.

Proven ability as a leader with a commitment to create, support and sustain an environment that enables staff to achieve results and to develop and build organizational capacity for the future.

Experience in effectively managing significant fiscal and human resources.

Demonstrated project management and organizational abilities, including the ability to manage a number of complex issues while still delivering results.

Post-secondary education in a related area 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
- Balances management and leadership skills and styles during difficult situations, in a changing environment
- Sees diversity as opportunity; creates an inclusive environment, challenges bias and intolerance
- Embraces other perspectives in an empathetic manner
- Listens and influences others to generate enthusiasm and commitment to the organization's direction
- Promotes a healthy work-life balance

## ***Strategic Orientation***

- Translates the strategic direction, including vision, mission and values into effective strategies
- Develops and implements strategies to reach division/ministry goals to advance organizational priorities
- Provides input to help formulate corporate priorities and commits to achieving success at the team and ministry level
- Translates high-level and complex information into realistic plans for the division and ministry
- Ensures that programs and services are reflective of government direction and citizens' needs

## ***Communication***

- Communicates strategically, considering optimal message timing
- Communicates complex issues clearly and credibly
- Skillfully handles complex, on-the-spot questions from others
- Builds commitment through collaboration, consultation and consideration of citizen and stakeholder impact
- Strategically builds networks and contacts to support ideas, initiatives and directives

## ***Building Organizational Community***

- Breaks down structural and functional barriers and encourages sharing of resources
- Establishes cross-division or inter-ministry teams with clear mandates
- Coaches or advises team leaders on resolving differences or dealing with conflicts
- Actively builds relationships with stakeholders
- Embraces diversity and demonstrates commitment that clearly influences diversity in the workplace

### ***Accountability***

- Develops a culture where people hold themselves personally accountable for results
- Plays a leadership role in shaping the ethics, values and culture of the organization
- Strives for excellence in personal performance and coaches others to perform at their best
- Recognizes, rewards and celebrates organizational achievements

### ***Innovation***

- Creates a culture that supports taking responsible risks and accepts mistakes or failures as important learnings
- Removes obstacles to change and innovation
- Seeks opportunities for innovation and continuous improvement, actively involving colleagues, citizens and stakeholders
- Able to communicate the vision for a change or innovation to those affected
- Bridges organizational change by ensuring new structure, processes, technologies, mindsets, behaviours and relationships are well understood

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

- Assesses future goals, organizational needs and risks; develops comprehensive plans that bridge complex issues and span across time
- Acquires and maintains capital, resources and system components required to achieve integrated plans
- Identifies and establishes the critical information linkages required to achieve integrated plans
- Clarifies outcomes and provides ongoing feedback to team members to achieve plans

### ***Performance Management***

- Sets achievable organizational goals and priorities
- Balances immediate organizational needs and longer-range priorities
- Ensures adequate resources are directed to meet stated goals and priorities
- Works with people to set challenging and achievable goals with clear accountability for results
- Establishes performance expectations to deliver quality client services to citizens

### ***Process Management***

- Provides comprehensive policy advice, recommendations and perspectives on current ministry activities and issues
- Demonstrates an in-depth knowledge and understanding of business planning, accountability practices and management systems
- Plays an active role in establishing ministry level budget and forecasts
- Contributes to the creation, revision or improvement of government policy and processes