

# Executive Director Profile

Last revised: November 2020

Last reviewed: February 2016

**Next review:**

## Role Summary

Reporting to the Assistant Deputy Minister<sup>1</sup>, the primary areas of focus for the Executive Director are:

- Provide advice and support to the Assistant 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 and/or divisional initiatives and contributes to achieving the corporate goals of government.
- Provide leadership and direction to a division/branch 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 ministry and/or government as a whole.

## Primary Responsibilities

- Leads and manages ministry programs to be effective and responsive in implementing strategies that address client needs and align with ministry and government policy and direction.
- Participates as a senior leadership team member within the division and/or ministry furthering the ministry and government-wide goals and objectives.
- Leads, coaches and mentors a management team to achieve divisional/branch and ministry strategies.
- Operationalizes the ministry's vision and mission in relation to the goals of the branch/division, linking the work of the branch/division to the work of the ministry and ensuring consistency with government goals.
- Provides strategic options, comprehensive policy advice, briefing papers, recommendations and perspectives to the Assistant 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 branch/divisional plan objectives.
- Develops and maintains partnerships public, non-profit, community bases organizations and private sector organizations in the delivery of the division's programs and services.
- Creates and sustains an innovative and supportive environment that enables staff to achieve results.
- Embeds corporate culture and values through the branch/division.

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<sup>1</sup> Executive Directors may also report directly to a Deputy Minister.

## Qualifications

### Knowledge and Experience Requirements

Knowledge and Experience Requirements:

Demonstrated ability to lead strategic initiatives, manage change and achieve positive results.

Experience in effectively managing fiscal, human and information management resources, including reallocating as required.

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.

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.

Post-secondary education in a related area is preferred. Depending on the statutory or unique requirements of the position, specific qualifications and/or designations 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
- Models integrity and inclusiveness by being open, acting with empathy, sharing resources/knowledge across teams and being respectful of all skills and viewpoints
- Sees diversity as opportunity; creates an inclusive environment, challenges bias and intolerance
- Listens and influences others to generate enthusiasm and commitment to the organization's direction
- Demonstrates a healthy work-life balance and removes obstacles to obtain a healthy workplace

## ***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
- Anticipates and prepares for responses or reactions of others with sensitivity and directness
- Builds commitment through collaboration, consultation and consideration of citizen and stakeholder impact

## ***Building Organizational Community***

- Takes innovative approaches to build, support and maintain a diverse workforce.
- Breaks down structural and functional barriers and encourages sharing of resources
- Communicates team objectives and accomplishments both inside and outside the team
- Coaches or advises team leaders on resolving differences or dealing with conflicts
- Actively builds relationships with stakeholders

## ***Accountability***

- Promotes integrity in others by maintaining consistent values and performance standards
- 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
- Delegates both responsibility and authority to make decisions
- Recognizes, rewards and celebrates organizational achievements

### ***Innovation***

- Creates a culture that supports taking responsible risks and accepts mistakes or failures as important learnings
- 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 needs of work unit(s) or team (s) and ensures the development of group or team plans
- Manages capital and human resources required to achieve work plans
- Thinks ahead, evaluate and plan for risks and contingencies
- Clarifies outcomes and provides ongoing feedback to team members to achieve plans

### ***Performance Management***

- Makes timely decisions to move work forward; takes responsible risks to improve services and achieves goals
- Coaches and motivates employees to strive to be the best and achieve quality results
- 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
- Recognizes and uses corporate culture, governmental process and underlying knowledge to produce the best results
- Demonstrates an in-depth knowledge and understanding of business planning, accountability practices and management systems
- Manages expenditures and revenues, ensuring established procedures are employed
- Contributes to the creation, revision or improvement of government policy and processes