**This picture is the Government of Canada logo.**

**EXECUTIVE GROUP POSITION DESCRIPTION**

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| --- | --- |
| Position number |  |
| Position title | Director, Special Projects |
| Position classification | EX-01 |
| **Job description effective date** | XXXX |
| **Position Effective/Classification decision effective date** |  |
| Job Code | XXXX |
| National occupational classification | 411 |
| Department/Agency Name | Employment & Social Development Canada |
| Directorate | Various |
| Branch |  |
| Supervisor position number |  |
| Supervisor position title |  |
| Supervisor classification |  |
|  |  |

## **Employee’s statement**

I have been given the opportunity to read and comment on the content of this job description.

**Employee’s name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee’s signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Supervisor’s statement**

I certify, in compliance with the [Values and Ethics Code for the Public Sector](https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=25049), that this job description accurately describes the work assigned to this position.

**Supervisor’s name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor’s signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **GENERAL ACCOUNTABILITY**

The Director, Special Projects, is accountable for: leading the planning, development, implementation and management of an assigned project and its associated strategies and processes; directing the preparation of justifications for required financial and human resources; leading research dents, and consults with colleagues and central agency specialists to ensure the viability of recommended approaches; represents the Branch/Department in meetings, negotiations, conferences and other public fora; and provides authoritative, advisory services of an immediate and ongoing nature to senior executive management.

**ORGANIZATION STRUCTURE**

The Director, Special Projects (Standardized Job description) reports to the assigned DM or ADM (EX-04 or EX-05) or Director General (EX-03).

Reporting to the Director is an assigned project team comprised of Subject Matter Experts, project management professionals, and assigned project management and administrative support personnel.

# **NATURE & SCOPE**

Employment and Social Development Canada (ESDC), including Service Canada and the Labour Program, is one of the largest and most complex federal departments with the greatest impact on the daily lives of citizens. Lead by five Ministers and six Deputy Ministers (DMs), the Department works to improve the standard of living and quality of life for all Canadians by promoting a labour force that is highly skilled, efficient, and inclusive. It does so in part through the delivery of programs involving over $130 billion to support Canadians of all ages and fulfil their needs.

As the face of government services for many Canadians, ESDC plays an important role in the advancement of government-wide service initiatives, often acting as a vanguard in developing and testing service delivery models for use by OGDs. The Department continuously reviews existing service delivery and systems to identify, develop and implement advanced service delivery models that provide responsive government services efficiently and equitably. The Department works to build a high performing and adaptable organization by improving its management practices and enabling infrastructure so that it can continue to meet Canadians’ needs. Typically, these improvement initiatives fall outside the core mandate of the Branch/Directorate involved and require a special project team to work with the affected organization’s program matter experts to develop and execute project plans.

In this context, the Director, Special Projects is accountable for providing executive leadership in the development and execution of branch and departmental initiatives. This includes leading the development of the project charter, management framework, governance and planning goals of project initiatives on time and within budget and scope and ensuring their alignment with the strategic objectives of the ESDC. The Director is accountable for the identification of risks and their mitigation supported by policy, program and accountability frameworks. The incumbent oversees the forecasting of resource level requirements and associated financial planning as well as the integration of budget information and thresholds with the management framework.

The Director establishes and manages relationships with departmental corporate officials and with involved central agency officials. The incumbent is in regular contact with the involved ADM and Director General to brief and advise on project status and any anticipated problems with the project’s advancement. The Director is a member of intradepartmental committees whose mandate involves the policy/program area affected by the project. The incumbent’s connection with project- associated governance committees is of special importance, particularly in situations where unforeseen problems emerge that require referral to a governance committee. The Director draws on strong people skills and personal credibility to build support and foster cooperation on project-related decisions.

The Director represents and advances the positions and interests of the Branch and Directorate in various forums related to the project objectives The incumbent also represents the Branch in consensus-building critical to acceptance and cooperation from partners and other stakeholders affected by the development and implementation of the initiatives. As mandated by the ADM/DG, the Director is expected to resolve issues impeding the advancement of the project and to escalate only in situations that have become intractable.

The Director maintains a professional network with the project management community to exchange expertise on new trends in project management disciplines and methodologies. This expertise is required to develop guidelines, tools and frameworks needed in the management of projects and in responding to legitimate and viable criticisms of the incumbent’s management approaches.

The Director oversees environmental scans and in-depth analysis of data captured regarding project-focused areas in the Branch and Department. This is required to identify innovations and technological advancements and assess their fit in the departmental context. The Director takes advantage of best practices in the project’s area of interest. As an important change management tool, the incumbent directs the development, dissemination and maintenance of a project-specific communications strategy to ensure all stakeholders are prepared and kept informed of the release schedules, and the impact of projects’ phases on operations.

The Director oversees the development of performance management frameworks to measure such variables as schedule and cost variances, quality, scope and risk. The incumbent directs the analysis of results to identify problems and for input to regular and ad hoc reports to governance officials. Performance measurement provides objective data and feedback on the progress of projects as well as financial expenditures. Such metrics provide the Director with insight on problems and informs decisions on corrective measures.

The Director is expected to deal with a variety of issues arising throughout the project’s phases. These issues must be addressed under exacting time pressures and the incumbent draws upon project management knowledge and experience to determine the breadth and impact of issues and to identify and engage affected stakeholders. The Director leads analysis and consultation required to develop appropriate solutions to complex and potentially sensitive issues.

The Director leads by influence and example and must demonstrate strong management and operational skills, sound judgement and operating environment acumen. The incumbent manages project resources with probity.

**DIMENSIONS**

FTEs Minimum:: FTE range :minimum 7

Primary Budget threshold : Salary & O&M Minimum: minimum $ 2M

**SPECIFIC ACCOUNTABILITIES:**

1. Provides executive leadership in the development and execution of branch or directorate level projects, including the development of the project charter, management framework, governance and planning goals of project initiatives.
2. Directs the development of project management frameworks to mitigate risks of transformative organizational change, directs forecasts of resource level requirements and associated financial planning, and ensures the integration of budget information and thresholds with the management framework.
3. Establishes and manages relationships with involved senior ESDC officials and central agency program officers, and regularly briefs and advises involved ADM and affected Director General on project status and any anticipated problems with the project’s advancement.
4. Represents and advances the positions and interests of the Branch and Directorate in consultations and various forums related to the project objectives and briefs the ADM and Director General in preparation of project-related events.
5. Directs environmental scans and in-depth analysis of data captured regarding project-relevant areas in the Department, leads the identification of innovations and technological advancements and assessment of their fit in the departmental context.
6. Directs the development, dissemination and maintenance of a project-specific communications strategy to inform and prepare stakeholders for releases and to define the impact of phases on operations.
7. Directs the development of performance management frameworks to measure such variables as schedule and cost variances, quality, scope and risk metrics and directs the analysis of results to identify problems and for input to regular and ad hoc reports to governance officials.
8. Consults with the ADM and/or Director General on the resolution of issues arising throughout the project’s phases, often under exacting time pressures and leads analysis and consultation for the development of appropriate solutions to complex and sensitive issues.
9. Leads by example, engages with the project management community to increase project management capacity, and manages project resources with prudence and probity.