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

**EXECUTIVE GROUP POSITION DESCRIPTION**

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| --- | --- |
| Position number |  |
| Position title | Executive Director, Special Projects |
| Position classification | EX-02 |
| **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 |  |
| 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 Executive Director, Special Projects is accountable for: providing corporate oversight and coordination for all aspects and phases of assigned projects; directing the development of project accountability frameworks, including information management, performance measurement, risk management, stakeholder engagement, organizational governance, human resource (HR) management and stewardship of financial resources; providing expert input on the development of policy and program frameworks and initiatives; representing the positions and interests of the ADM and/or Director General in major consultation and representational activities to socialize changes related to project implementation; directing post-implementation project evaluations and overseeing the documentation and reporting on best practices and lessons learned.

**ORGANIZATION STRUCTURE**

The Executive Director, Special Projects (Standardized Job description) reports to the assigned DM, ADM.

Reporting to the Executive Director are Project Teams, Subject Matter Experts, senior 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 Executive Director, Special Projects is accountable for providing executive leadership in the development and execution of 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 Executive Director is accountable for the development of policy, program and accountability frameworks to address the inherent risks of transformative organizational change. 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 Executive Director establishes and manages relationships with departmental corporate officials and with involved officials, such as program officers, in central agencies. The incumbent is in regular and frequent 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 Executive Director is a chair/member of intradepartmental committees whose mandate involves the policy/program area affected by the project. The incumbent’s relationship with project- associated governance committees is of special importance, particularly in situations where unforeseen problems emerge that require referral to a governance committee. The Executive Director draws on exceptional people skills and personal credibility to broker agreement on remedies and this is particularly difficult where parties are driving issues in opposite directions.

The Executive Director represents and advances the positions and interests of the Branch and Department in various forums related to the project objectives The incumbent also represents the Branch/Department in consultations and 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 Executive Director proactively deals with the application of complex project management instruments and outcomes, management methodology and related issues impacting on mandates and specific agendas.

The Executive 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 lead in the development of guidelines, tools and frameworks needed in the management of major projects and in responding to legitimate and viable criticisms of the incumbent’s management approaches.

The Executive Director oversees environmental scans and in-depth analysis of data captured regarding project-focused areas in the Branch and Department, and external influences and opportunities. This is required to identify innovations and technological advancements and assess their fit in the departmental context. The Executive Director ensures the use 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 Executive 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 Executive Director with insight on problems and informs decisions on corrective measures.

The Executive 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 expert knowledge and experience to determine the breadth and impact of issues and to identify and engage affected stakeholders. The Executive Director leads analysis and consultation required to develop appropriate solutions to complex and sensitive issues, resulting in the development of the most balanced and constructive course of action.

The Executive Director leads by influence and example and ensures the development of plans and strategies to support recruiting and retaining professional expertise. The incumbent must demonstrate strong management and operational skills, sound judgement and operating environment acumen, and manages allocated resources with probity.

**DIMENSIONS**

FTEs Minimum: FTE range : minimum 9

Primary Budget threshold : Salary & O&M Minimum: minimum $ 4M

**SPECIFIC ACCOUNTABILITIES:**

1. Provides executive leadership in the development and execution of branch-wide or department-wide, including the development of the project charter, management framework, governance and planning goals of project initiatives.
2. Directs the development of policy, program and accountability frameworks to address the inherent risks of transformative organizational change, oversees the forecasting 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 senior ESDC officials and central agency program officers, and regularly briefs and advises involved ADM and affected Directors General on project status and any anticipated problems with the project’s advancement.
4. Represents and advances the positions and interests of the Branch in consultations and various forums related to the project objectives and provides briefing support for the ADM in events related to the project’s focus.
5. Directs environmental scans and in-depth analysis of data captured regarding project-focused areas in the Department, and internal/external to government, ensures 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 all stakeholders for releases and to define the impact of phases on operations.
7. Oversees 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 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, ensures the development of plans and strategies to support recruiting and retaining professional and project management expertise, and manages allocated resources with prudence and probity