**WORK DESCRIPTION**

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| **Position Number** | **Position Title**  Director General Special Projects |
| **Position Classification**  EX03 (term) | **National Occupation Code**  411 |
| **Department/Agency**  ESDC | **Effective Date** |
| **Organizational Component**  Various | **Jobbing Number**  103411 |
| **Geographic Location**  TBD | **Supervisor Position Title** |

**GENERAL ACCOUNTABILITY**

The Director General, Special Projects is accountable for establishing the direction and leadership for government-wide initiatives involving other departments and/or external agencies or for leading a large-scale departmental initiative including overseeing the development and implementation of a corporate Government of Canada (GoC) strategic framework to enhance the strategic direction and coordination of activities associated with the major project portfolio initiatives.

**ORGANIZATIONAL STRUCTURE**

The Director General, Special Projects (Generic) reports to the assigned Assistant Deputy Minister (ADM) or Deputy Minister Level (i.e. DM, Sr. Associate, Associate DM)

Reporting to the Director General, Special Projects are Project Teams comprised of Directors (EX-01), Subject Matter Experts, Senior Project Management professionals and assigned project management and administrative support personnel.

**NATURE AND SCOPE**

The ESDC mission is to build a stronger and more competitive Canada, to support Canadians in making choices that help them live productive and rewarding lives, and to improve Canadians’ quality of life. As such, the Department is responsible for the policy agenda and service delivery context for the achievement of this mission, notably with an eye to building a twenty-first century economy for Canada and to strengthen the social foundations of the country

As a large organization with a broad and diverse mandate, ESDC continually adapts to an ever-changing environment. Demographic changes in Canadian society, the effect of changing economic conditions on social and economic opportunities for Canadians, and rising expectations for service are accompanied by the need to contain costs and contribute to the Government of Canada’s plan to return to balanced budgets.

ESDC will continue to evolve to achieve better results for Canadians while safeguarding taxpayer dollars. The Department’s business transformation and modernization initiatives will help the Department to reduce costs, enhance program integrity and improve service. ESDC will also be making improvements to policies and programs by updating program design and implementing new service delivery upgrades to meet the changing needs of Canadians. Finally, the Department is working to build a high-performing and adaptable organization by improving its management practices and its enabling infrastructure so that it can continue to meet Canadians’ needs in the future.

ESDC provides federal level management of the Labour Program which focuses on the workplace, the changes affecting the workplace and the needs of employers and employees in Canada.

With in this context the DG, Special Projects has a major challenge for providing operational, functional and leadership for major central agency led OR government-wide initiatives, development of managerial framework and planning goals of related project initiatives/portfolios for their effective management and delivery and ensures that initiatives/projects are undertaken are in line with the mandate, objectives and strategic priorities of the GoC.

The DG, Special Projects is challenged to oversee the development of policy and program frameworks including the managerial leadership and oversight of accountability frameworks related to the inherent risks of change-management and organizational transformation and ensures the conduct of major consultations and representational activities critical to the acceptance of, and support for, the management of the various initiatives and project/policy files

The DG, Special Projects has a major challenge for ensuring the sustained development and oversight for the effective implementation of strategies and management frameworks for major central agency led or government-wide initiatives and related project portfolios as well as the overall plan for resource level requirements and for the concepts (e.g. products, services, options and alternatives) required to deliver the strategic framework and plans in support of all initiatives, activities and issues management situations.

The DG is required to provide expert knowledge of the requirements of the Management Accountability Framework including providing oversight of tracking and reporting in order to achieve maximum effectiveness in the use of the Branch/Department’s human, financial and material resources.

The DG, Special Projects is challenged to provide senior executive leadership for the provision of professional environmental scans and in-depth analysis while harnessing the most current innovations and technological advances and be cognizant of their potential for application to the delivery of the undertaken related government wide initiatives/projects.

### The DG, Special Projects is challenged to lead in the professional development of proactive, open and transparent consultative networks and processes for the Branch/Department, the federal government and central agencies related to the strategic orientation and priorities of the undertaken major central agency led or government-wide initiatives while ensuring the best public environmental and risk communications analysis at all levels of interaction with its clients, stakeholders and partners.

The DG, Special Projects provides executive leadership to the GoC in dealing professionally with the demands of major large scale departmental initiatives including the operating context and in designing and implementing optimal approaches (e.g. strategic policy, program and communications responses) within and external to the Branch/Department.

A major challenge for the DG is the requirement to deal with a large number and variety of issues and to respond professionally to urgent situations regarding policy, programs, services and other issues as identified under exacting time pressures, drawing upon expert knowledge and experience; assessing the breadth and depth of impact, and identifying the potential stakeholders involved; in leading the analysis and consultation efforts and in developing appropriate recommendations and must understand complex/sensitive issues and conciliate them with public and political factors to give recommendations for immediate and strategic action.

The DG, Special Projects functions within a dynamic environment with senior officials at the highest levels of domestic and foreign governments, international organizations, non-governmental organizations and the public and private sectors. The DG interacts with the ADM and senior departmental officials as well as with a variety of departmental and interdepartmental committees.

The DG, Special Projects has a challenge to maintain a professional network within the project management community to exchange expertise with current project management disciplines, management methodologies and uses this expertise to lead in the development of guidelines, tools and frame works in the management of major initiatives/projects. The DG applies this expertise while leading and managing the on-going revision of policies, plans, processes and practices to respond to legitimate and viable criticisms and suggestions.

The DG, Special Projects requires expert interpersonal skills when representing the GoC related to project initiatives and exercise judgment in managing the various relationships. The role involves representational responsibilities at senior levels across departments, agencies and program sectors, working groups and committees. The DG provides a proactive and authoritative presence in dealing with the application of the complex project management instruments and outcomes, management methodology and related issues impacting on mandates and specific agendas, and provides briefings and advice to the ADM, Minister and other senior officials in cases where intervention may be required.

The DG, Special Projects is challenged to provide strong leadership and expertise to gain and maintain a positive profile in Canada and abroad and to obtain the most positive reception, understanding and support from its general and targeted audiences and publics to legislative, policy, program and crisis response positions associated with project initiatives/projects. These are essential ingredients to the achievement of the GoC’s mandate, goals and objectives.

**DIMENSIONS**

Number of Staff (38-400FTE): TBD (project of this scale will be beyond a Directorate.)

Salary & O&M Budget & Program and/or Assets:

80M (Minimum) – Primary; or

$8B (Minimum) – Indirect.

**SPECIFIC ACCOUNTABILITIES**

1. Provides corporate oversight, guidance and expert advice for the management of major central agency led or government-wide initiatives/projects including related program/policy frameworks, HR management and financial stewardship, strategic directions and options required to enhance the activities.

**2.** Directs the development of modern management strategies and practices and the implementation of both consistent strategic and practical managerial processes and mechanisms including management accountabilities and deliverables, performance measures and reporting and operational frameworks.

**3.** Leads in the development of a sound departmental approach to transformational change and risk management including oversight in the use of the Branch/Department’s human, financial and material resources and directs environmental scans and analysis and measurement of the risks related to the undertaken major activities/projects.

**4**. Provides oversight for appropriate analysis and consultation efforts related to the impact of urgent and complex issues and situations including identifying the potential stakeholders involved and directing the development of appropriate recommendations.

**5.** Directs and co-ordinates the conduct or facilitation related to major consultation and representational activities critical to the acceptance of, and support for, the management of major central agency led or government-wide initiatives.

**6.** Provides oversight for strategic and authoritative advisory and briefing services, communications and consultation support to the ADM and Minister as well as other departmental and inter-departmental senior executive management on complex issues, initiatives and activities within the assigned major central agency led or government-wide initiative/projects.

**7.** Represents the interests of ESDC to gain and maintain a positive profile in Canada and abroad and to obtain the most positive reception, understanding and support from its general and targeted audiences and publics to legislative, policy, program and crisis response positions associated with major activities/projects.

**8.** Manages the resources of the Directorate with economy, probity and prudence, consistent with Departmental and Government objectives; provides exemplary leadership in demonstrating the corporate values and ethics of the Government of Canada.

**CERTIFICATION**

The foregoing is an accurate description of the responsibilities and accountabilities of the position.

**SIGNATURES**

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| Name of Incumbent | Signature | Date |
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| Name of Authorized Officer | Signature | Date |