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

**EXECUTIVE GROUP POSITION DESCRIPTION**

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| --- | --- |
| Position number |  |
| Position title | Director General, Special Projects |
| Position classification | EX-03 |
| **Job description effective date** | January xx, 2025 |
| **Position Effective/Classification decision effective date** | XXX |
| Job Code | XXX |
| 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 Director General, Special Projects is accountable for setting the direction and leadership for government-wide, interdepartmental initiatives, International or FPT partnerships, or for leading a large-scale departmental initiative contributing directly to the development and implementation of a Government of Canada (GoC) strategic priority, through the development of government-wide frameworks, the provision of strategic direction and the coordination of diverse and integrated activities associated with the major project portfolio initiatives. The DG though deep expertise in the department’s mandate and government priorities, influences the successful delivery of projects by providing the ADM and other intra/interdepartmental senior executives with advice and recommendations regarding the management of issues and opportunities associated with project undertakings.

**ORGANIZATION STRUCTURE**

The Director General, Special Projects (Standardized Job Description) reports to the assigned ADM or DM level.

Reporting to the Director General are project teams consisting of Directors (EX 01), 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. Led 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 highly skilled labour force and an efficient and inclusive labour market. It does this, in part, by delivering more than $130 billion in programs that support Canadians of all ages and meet their needs.

As the face of government services for many Canadians, ESDC plays an important role in advancing government-wide service initiatives, often leading the way in developing and testing service delivery models for use by other government departments. The Department continually reviews existing service delivery and systems to identify, develop and implement advanced service delivery models that deliver responsive government services efficiently and equitably. The Department is working to build a high-performing and adaptable organization by improving its management practices and enabling infrastructure so that it can continue to meet the needs of Canadians. Changes to GoC legislation, regulations, programs, funding, technology or organizational structure and overall GoC direction for program delivery impact the Department’s enabling infrastructure. Typically, these types of improvement and/or change initiatives fall outside the core mandate of the affected Branch/Directorate and require a dedicated project team to strategize, develop and execute responsive project plans.

In this context, the Director General, Special Projects has a major challenge to provide operational and functional oversight of a major departmental or government-wide initiative through the development of management frameworks and planning objectives of related project initiatives/portfolios to ensure their effective management and delivery of the initiatives/projects

The Director General, Special Projects is accountable for the development of policy, program and accountability frameworks to manage the risks inherent in transformational organizational change. The incumbent will oversee the forecasting of resource level requirements and associated financial planning as well as the integration of budget information and thresholds into the framework. This responsibility becomes more complex when larger projects have multiple planning horizons.

The Director General, Special Projects is relied upon for their expert knowledge of the organization and the business areas. This expertise is required to provide project leadership and to oversee the development and/or modification of internal programs, policies, tools and frameworks and to develop strategies to address operational and program issues, and to respond to legitimate and valid criticisms of the incumbent’s management approaches.

The incumbent will establish and maintain relationships with senior officials in central agencies, non-governmental organizations and the public and private sectors. They will be in regular and frequent contact with relevant ADMs and Deputy Ministers to inform and advise on the status of the project and any anticipated in the progress of the project. The Director General is responsible to chair inter- and intra-departmental committees whose mandate covers the policy/program area affected by the project. The incumbent’s relationship with the governance committees associated with the project is of particular importance, especially in situations where unforeseen problems arise that require referral to a governance committee.

The Director General relies on exceptional people skills and personal credibility to broker agreement on remedial actions, which is particularly difficult when parties are driving issues in opposite directions. As a key change management catalyst, the incumbent will lead the development, dissemination, and maintenance of a project-specific communication strategy to ensure that all stakeholders are prepared and kept informed of the release schedules, and the operational impact of project phases.

The Director General represents and leads extensive consultations and promote the positions and interests of the Department and the GoC in various federal and intergovernmental forums related to the project objectives and the incumbent provides briefing support Ministerial/official participation in high profile events related to the project focus. The incumbent also represents the Department in key consultations and consensus-building activities, critical to the acceptance and cooperation of partners and other stakeholders affected by the development and implementation of the initiatives. The Director General provides a proactive and authoritative presence in dealing with the application of complex project management tools and outcomes, management methodology and related issues impacting on mandates and specific agendas.

The DG is required to provide expert knowledge of the requirements of a variety of frameworks to oversee tracking and reporting to achieve maximum effectiveness in the use of the Branch/Department’s human, financial and material resources. As such the DG, Special Projects has a major challenge to ensure the sustainable development and oversight of the effective implementation of strategies and management frameworks for departmental/government-wide initiatives and related divisional project portfolios as well as for the overall planning of 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 Director General oversees the development of performance management frameworks to measure variables such as schedule and cost variances, quality, scope and risk. The incumbent leads the analysis of results to identify problems and to provide regular and ad hoc reports to senior management and governance committees. Performance measurement provides objective data and feedback on the progress of projects and financial expenditures. Such metrics provide the Director General with insight into problems and inform decisions on corrective action.

The role of the DG, Special Projects to provide senior executive leadership for the provision of professional environmental scans and in-depth analysis of data collected in relation to project-focused areas of the Department while harnessing the latest innovations and technological advances and being aware of their potential for application to the delivery of the related government wide initiatives/projects being undertaken. The DG also identifies innovations and technological advances and assesses their suitability within the Departmental context.

The DG, Special Projects requires expert interpersonal skills to represent the department/GoC in relation to project initiatives and to exercise judgement in managing the various relationships. The role involves representation at senior level in cross-department committees, with 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 tools and deliverables, facilitates the acceptance of transformational program changes, 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 Director General is expected to deal with a wide range of issues that arise at all stages of the project. These issues will need to be addressed under tight time constraints and the incumbent will draw on expertise and proven experience to determine the breadth and impact of issues and to identify and engage affected stakeholders. The Director General leads analysis and consultation required to develop appropriate solutions to complex and sensitive issues and will develop solutions with public and political factors in mind to ensure that the most balanced and constructive course of action is taken.

**DIMENSIONS**

FTEs Minimum: range of FTEs

Primary Budget threshold: Salary & O&M Minimum: $ 10M

**SPECIFIC ACCOUNTABILITIES:**

1. Provides executive leadership to the GoC in dealing professionally with the demands of major large scale departmental/GOC 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 Department.
2. Provides executive oversight, direction and expert advice for the management of major government-wide initiative/projects including the related Departmental program/policy/accountability frameworks, communication strategies, HR management and financial stewardship, strategic directions and options required to enhance the activities.
3. Leads in the development of a sound departmental approach/strategies 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. Establishes and manages relationships with senior officials in central agencies, non-governmental organizations and public and private sectors, and regularly briefs and advises involved ADMs, and Deputy Ministers on project status and any anticipated problems with the project’s advancement.
5. Represents and advances the positions and interests of the Branch, Department and the GoC in major consultations and various forums related to the project objectives and provides briefing support for the Ministers/officials’ participation in high profile events related to the project’s focus.
6. Directs the conduct of 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. 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. Oversees and leads 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. 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.