

CLASSIFICATION JOB INFORMATION

SAP Job ID:	90005901
Position/Classification Title:	Executive Director Policy & Strategic Initiatives
Pay Grade:	EC 15
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	10/17/2025

JOB INFORMATION

Job/Working Title:	Executive Director, Policy & Strategic Initiatives
Department:	Labour, Skills and Immigration
Division/Section:	Policy and Strategic Initiatives
Reports To (Position Title):	Senior Executive Director - 90004758
Exclusion Status:	Excluded

OVERALL PURPOSE

The Executive Director, Policy & Strategic Initiatives (ED-PSI) sets the branch policy agenda; aligns branch/departmental policy with Government of Nova Scotia and federal priorities; leads intergovernmental relations on immigration/population growth; sponsors multi-year strategic initiatives (design, approvals, delivery, benefits realization); and embeds evidence, evaluation, integrity and risk management across programs to maximize economic/population outcomes and newcomer success.

The role mobilizes departments, communities and partners to respond to emerging migration trends and interdependencies (e.g., housing, health, education), ensuring timely, coherent, and measurable policy and implementation across government.

KEY RESPONSIBILITIES

Leads the development and implementation of policy initiatives by shaping the strategic policy agenda required to meet the Branch's mandate, providing sound policy research, analysis and accurate, timely policy advice to facilitate informed and evidenced based decision making by senior officials. Ensures interests are represented and advanced in inter/intra department policy initiatives and provides oversight to ensure that department policy is consistently applied.

Translates policy changes into Branch directions by leading Branch wide strategic, business, continuity and operational planning initiatives, ensuring that all planning initiatives are appropriately aligned with the goals and objectives of the department.

Ensures that the Branch is fulfilling their mandate by establishing a comprehensive performance measurement, evaluation and accountability framework, methods and systems that are aligned with strategic vision, planning, goals and objectives and provides evidence to support achievement of results.

Formulates and presents briefings, results, advice and progress reports for major IPG projects, strategies and change initiatives to senior government officials. Manages a centralized strategic initiative reporting process to monitor the progress and impact of key strategic strands. Prepares regular updates, in collaboration with communications, to synthesize large volumes of complex information into pertinent messages.

Coordinates the Department's involvement in temporary and permanent immigration related matters across the Government of Nova Scotia, including policies, strategies and initiatives developed by other departments that have a direct or indirect impact on provincial capacity to attract, retain skilled newcomers.

Represents Nova Scotia on a variety of Federal/Provincial/Territorial working groups related to immigration policy. Supports senior government officials in their interactions on tables and bi-lateral engagements related to immigration policy.

Build and foster a diverse network of strategic partnerships and relationships (employers, sector council, regulators, municipalities, communities, settlement/education partners) and work collaboratively to identify opportunities for innovation and increasing value. Positively influences senior strategic partners for highly creative and cooperative, inter-governmental efforts to develop horizontal, aligned strategy and frameworks that support the province's goals.

May perform other related duties as assigned
In addition to the duties and responsibilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

PEOPLE MANAGEMENT

Type of Role	Individual Contributor	X Manages/Supervises People
# of Direct Reports	2	
Classifications/Titles of Direct Reports	1 X 90000576 - Director, Policy and Strategic Initiatives (EC 13) 1 X 90005227 - Director, Retention and Attraction (EC 14)	
# of Indirect Reports	14	
Other Resources (e.g., Internal/External Project Resources, Consultants, Students, Casuals, etc.)	Consultants as needed to support the work	

SCOPE

Contacts (Typical):	<p>Regular contact with the Minister's/Deputy's Office, SED/ADMs, Office of Intergovernmental Affairs; federal counterparts (IRCC/ESDC), provincial/territorial officials; municipal leaders; sector councils/employers; regulators; community and settlement partners; post-secondary education partners.</p> <p>Provincial departments (Housing, Health, Education, Community Services, Municipal Affairs & Local Government, Economic Development, Labour), to align immigration/population policy with service capacity, labour-market needs and settlement outcomes.</p> <p>Internal collaboration with Programs, Compliance/Integrity, Analytics/Evaluation, and Communications to ensure coherent policy, readiness, and transparent public reporting.</p>
Innovation:	<p>Responsible for providing a progressive and responsive policy environment to advance both the short and long term goals and strategic priorities of the Branch. This is a major challenge requiring highly creative and innovative actions, significant coordination and collaborative efforts with teams, work plan integration, communications and oversight of team efforts.</p> <p>Intense focus on innovation; innovating to shift traditional practices to establish new systems, practices and approaches to policy making, program design, and decision making.</p> <p>Must create a new policy structure and strategy; and develop, implement and deploy an integrated policy, planning framework that will strengthen Branch capacity to support achievement of government priorities.</p> <p>Creates and institutionalizes a forward-looking, evidence-based policy function that integrates cross-government inputs; designs new instruments and frameworks to support population growth, labour-market alignment, integrity and newcomer outcomes; leads complex, multi-partner initiatives under conditions of uncertainty and rapid migration shifts.</p> <p>Builds a policy excellence and analytics function that leverages forecasting, scenario modelling, and performance dashboards to inform negotiations with Canada and internal decision-making.</p>
Decision Making:	<p>Decisions often without the aid of precedent, are broad in scope must take into account strategy across and beyond the immediate department.</p> <p>Exercises substantial latitude to set the policy research agenda, endorse business cases and stage-gates for strategic initiatives, approve branch policy options for SED/ADM/DM/Minister consideration, and sign off on Cabinet materials prior to senior official review; decisions often without precedent, with significant cross-government implications.</p> <p>Makes strategic choices on intergovernmental positions, negotiations, and</p>

	allocations strategy, balancing throughput, integrity and outcomes; refers matters with major fiscal, legislative or political implications to DM/Minister. Approves operational readiness and change plans for policy rollouts; determines risk responses for policy-level integrity issues and systemic risks.
Impact of Results:	<p>Direct, significant influence on the department's capacity to respond to and meet the department's strategic objectives through a responsive policy environment and policy that is sound, well researched, supported by evidencebased decision-making and includes appropriate key partner involvement and consultation.</p> <p>Direct impact on Nova Scotia's ability to attract, select, settle and retain newcomers to meet labour-market needs and population targets; quality, timeliness and integrity of Cabinet/central agency materials; negotiated outcomes and flexibilities; alignment across departments; public confidence through transparent KPIs/evaluation.</p> <p>Government-wide alignment: Measurably better coherence of LSI/departmental policy with federal priorities and provincial capacities; timely, high-quality Cabinet/EXCO materials and successful negotiations with Canada.</p> <p>Integrity and risk: Stronger employer standards and compliance triggers; reduced systemic risk and improved program integrity.</p>
Other:	

LICENSES/CERTIFICATIONS

WORKING CONDITIONS

Physical Effort

Work activities involve rotating positions of light physical activities, requiring little physical effort and/or easy muscle movements. Majority of time is spent in a comfortable office setting, with some site visits as required, and frequent opportunity to move about and/or change positions.

Physical Environment

Works in an environment with exposure to acceptable working conditions. Occasional exposure to mild unpleasant or disagreeable conditions (e.g., dust, dirt, noise, etc.) and possibility of accident or health hazards is minimal.

Sensory Attention

Work activities involve a need to concentrate on a variety of sensory inputs for short durations, several times a day, requiring attention to detail. If interrupted, some lost time is experienced to backtrack and continue activities. The need for detailed or precise work and/or repetitive tasks is moderate.

Psychological Pressures

Work activities are performed in an environment with occasional exposure to one or more psychological pressures (e.g., deadlines, repetitive work, moderate unpleasant public/client situations, etc.). Has the ability to largely control the pace of work with few interruptions. The degree of psychological stress is not noticeably disruptive to the work, and the unpleasant reaction is not too strong/persistent. Disruption to personal life due to work, work schedules or travel is moderate.

Additional Information:

Data From Conversion: