

**CLASSIFICATION JOB INFORMATION**

SAP Job ID:	90005107
Position/Classification Title:	Executive Director Canadian Intergovernmental Relations
Pay Grade:	EC 15
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	2/10/2022

**JOB INFORMATION**

Job/Working Title:	Executive Director Canadian Intergovernmental Relations
Department:	Intergovernmental Affairs
Division/Section:	
Reports To (Position Title):	
Exclusion Status:	Excluded

**OVERALL PURPOSE**

The Department of Intergovernmental Affairs (IGA) is the Nova Scotia Government's central agency accountable for coordinating and advancing the Province's interests with the Government of Canada, other provinces and foreign governments at the national and sub-national levels. Provincial interests are advanced through the development of the government's Intergovernmental and Constitutional policy and strategy and the protection and promotion of the government's positions in communications and negotiations with other governments.

**Canadian Intergovernmental Relations**

IGA is responsible for organizing, coordinating and hosting high level engagements with other Canadian governments (Prime Minister and Premiers). Additionally, the Department is the central point of contact for the Province's intergovernmental priorities and protocol requirements. The Department influences intergovernmental policy decisions for the economic and social benefit of Nova Scotians and advances Nova Scotia's interests by creating and pursuing intergovernmental opportunities, providing strategic policy and planning advice on intergovernmental priorities and building and fostering strategic relationships with other departments and with federal, provincial and territorial governments.

Within IGA, Canadian Intergovernmental Relations is conducted in the following core Business Areas: Government of Canada Relations; Provincial and Territorial Relations. Within this framework, it is the responsibility of the Executive Director of Canadian Intergovernmental Relations to ensure the Province of Nova Scotia receives maximum benefit as a result of effectively advancing its strategic relations with other departments, other provinces and territories, and the Government of Canada.

The Executive Director Canadian Intergovernmental Relations will achieve this in three major ways: Providing strong executive leadership to his/ her assigned multi-functional team utilizing modern management practices to ensure the delivery of the following key supports: strategic relationships; key negotiations excellence: strategic advice and corporate advice.

The Executive Director will provide the Deputy Minister and the Minister (Premier) with strategic and tactical advice on intergovernmental relations, emerging issues and innovations by keeping her/himself continuously up to date while projecting and demonstrating a reputation as a professional, intergovernmental relationship knowledge expert.

Building relationships across government and managing the creation, coordination, and strengthening of strategic partnerships, collaborations and relationships by consulting widely and proactively with stakeholders.

**KEY RESPONSIBILITIES**

Promotes and enhances the Department's visibility and influence in intergovernmental relations across every government – provincially and nationally by proactively elevating the impact and presence of the Department in collaborating, negotiating, and partnering with strategic stakeholders and partners at the most senior executive levels across governments, industry and business.

Advances Nova Scotia's corporate priorities and critical policy issues by ensuring staff work closely and

effectively with their colleagues in departments across the province, in provincial and territorial governments, and the Government of Canada.
Works with other departments to maximize opportunities to access federal funding to support government priorities. This would be achieved through advocacy, bilateral negotiations, contribution agreements and program funding.
Leads the development of Premiers' Forums relations with, and through participation in, the Council of Atlantic Premiers, Council of the Federation and First Ministers Meetings.
Represents Nova Scotia on multi-intergovernmental committees ranging from regional to national issues and interests that impact and benefit the Province. Leads the Province's intergovernmental priorities requirements and provides strategic direction and support to the Province's interprovincial and national negotiations, agreements and commitments.
Leads the development and implementation of intergovernmental positions and provides advice for the Minister (Premier) and Deputy Minister which anticipate and identify key issues, challenges and responsive recommendations on intergovernmental affairs, concerns or opportunities. Assists the Deputy Minister in serving as Chief Advisor to the Minister (Premier) in preparation for House of Assembly proceedings on interprovincial government issues and legislative concerns.
Provides Senior Management/Executive Team leadership in: formulating the business plan, mandate; accountability reports: developing legislative, policy and accountability frameworks; and identifying strategic priorities and outcomes in support of cross-department programs. services and initiatives and in support of key corporate policy and planning initiatives.
Ensure the effective management of human and financial resources by setting and evaluating staff performance targets, promoting diversity and a healthy workplace, demonstrating the leadership competencies, respecting corporate human resources practices, promoting teamwork and individual development, maintaining internal communications, monitoring expenditures, adhering to procurement guidelines, acquiring goods and services in the most cost effective manner, and accurately forecasting budget requirements for the fiscal year.
Drives success and accomplishment in the Department by promoting a climate of continuous improvement. innovation and fresh thinking within her/his responsibility areas through recognition and reward of debate, idea sharing, teamwork, and taking a developmental approach to staff deployment.

May perform other related duties as assigned

In addition to the knowledge, skills and abilities 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.)

## SCOPE

<b>Contacts (Typical):</b>	<p>Premiers, Cabinet Ministers, National Aboriginal Leaders, and Senior Officials in Federal, Provincial, and Territorial governments. Other Senior Executives in multi-jurisdictional forums and the private sector.</p> <p>This position exemplifies the highest level of impact contact within and outside the department and government. This impact is not only based on the high level of the contacts but also upon the opportunity for influence the position has with required contacts that can significantly benefit the Department and the Province. The nature of the Department's work requires its membership and participation in bi-lateral and multi-lateral contexts.</p> <p>Leads Canadian Intergovernmental Relations under the Deputy Minister's direction by unifying staff while clarifying roles and providing tactical direction</p>
<b>Innovation:</b>	<p>The success of the Department and this position is the ability to build partnerships, develop shared understanding, and enhance Nova Scotia's reputation. The Executive Director, Canadian Intergovernmental Relations will require creativity, problem solving ability, vision and strategy in advancing Provincial interests. This will require original, broad and expansive thinking about the value, potential and possibilities for opportunities in Nova Scotia. This work will occur while working with a wide variety of stakeholders.</p> <p>The Intergovernmental context is dynamic with shifting priorities. New challenges and shifts in corporate priorities and operations change regularly. This presents significant challenges to the Department to ensure on-going relationships with diverse stakeholders ranging from politicians and senior government officials to private sector and broader community partners. The Executive Director, Canadian Intergovernmental Relations will play a foundational role in building the reputation of Nova Scotia through national interactions.</p>
<b>Decision Making:</b>	<p>The Executive Director, Canadian Intergovernmental Relations, works under broad direction from the Deputy Minister of the Department of</p>

	<p>Intergovernmental Affairs. Decisions are made within the framework of provincial and federal legislation, bi-lateral and multi-lateral agreements, government policy and priorities and in a highly collaborative environment.</p> <p>The incumbent represents the Department of Intergovernmental Affairs and the Province of Nova Scotia on national committees and in networks with senior officials involved in intergovernmental relations. This position has overall responsibility for strategic thinking and direction on programmatic work that develops constructive approaches to address problems and identify resolutions to concerns on broad and sensitive Canadian intergovernmental relations policy issues; decisions may be made without the aid of precedent and have substantial impact on domestic intergovernmental relations.</p> <p>Responsible for ensuring resources are maximally deployed by initiating, developing, and implementing long term plans. Lead strategy development role in adapting the organization path, alignment, and work practices, and encouraging a climate of taking responsibility for focusing on outcomes and deliverables in an innovative and responsive consistency</p>
<b>Impact of Results:</b>	<p>The impact that the Department of IGA can have on an improved economic, social and environmental future for the Province of Nova Scotia is very significant. Intergovernmental Affairs must be up to the minute on the business, priorities, issues, and challenges facing governments. Thorough knowledge of Canada's Federal system and understanding the constitutional and fiscal framework of the federation are essential.</p> <p>The knowledge and skills of its staff require expertise in planning, strategy, operational programs, political agendas, and global connectedness.</p> <p>Intergovernmental Affairs mandate is to position Nova Scotia to respond and benefit from national interactions, beginning its analysis and relationship building regionally and across the country. As a department, IGA takes a long-term view on complex issues to manage national relationships.</p> <p>Confirming the demands and the expectations to deliver is the fact the Department reports directly to the Head of the Executive Council, the Premier.</p> <p>This responsibility operationally is assigned to the Executive Director, Canadian Intergovernmental Relations, from the Deputy Minister.</p>

### People Management:

	# Direct Resources Managed	# Indirect Resources Managed
<b>Additional Information (if required):</b>	<p>This Job Reports to: Deputy Minister, Intergovernmental Affairs</p> <p>Job Titles and number of incumbents reporting to this job: Director, Federal Provincial Relations Managing Director, Corporate and External Relations Director, Economic Policy and Analysis</p> <p>Manager of Operations/Projects Intergovernmental Coordinator Admin Support Clerk 2 Supplementary Casual MPA Student</p>	

### LICENSES/CERTIFICATIONS

<b>Data From Conversion:</b>	<p>Includes information not referenced elsewhere in the job description that will further help the understanding of what is typical of this job, such as a credential, license or professional designation which is required to perform the work (ex: P.Eng., CPA, Journey person Certificate, etc.). Does not include education and experience.</p> <p>Core Business Areas:</p> <p>Government of Canada Relations: To lead creation of Nova Scotia positions, strategies and opportunities on federal policy issues and developments for Nova Scotia decision makers. Advance constructive dialogue with the federal government making Federal-Provincial priorities, such as fiscal transfers and</p>
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	<p>contribution agreements.</p> <p>Provincial/ Territorial Relations: To develop quality advice on PIT interests and positions impacting Nova Scotia and identify and implement strategic collaboration on federal/ provincial/ territorial programs and services to Nova Scotians.</p> <p>International Trade, Commerce and Relations: To lead international Trade Missions by promoting Nova Scotia businesses through establishment of strategic trade and investment partnerships abroad. Enhancing US trade relations (our biggest trade partner) leading to the creation of jobs and growth in key economic sectors.</p> <p>Protocol and Honours Secretariat: Through official visits and events, promote the interest of the province to other governments and increase the profile of the province which leads to increased economic development and tourism.</p> <p>In addition to the knowledge, skills and abilities 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.)</p>
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## WORKING CONDITIONS

### Physical Effort

### Physical Environment

### Sensory Attention

### Psychological Pressures

Examples/ Additional Information:	
<b>Data From Conversion:</b>	<p>A - Physical Effort Minimal. Works primarily in an office environment with minimal physical demands and frequent opportunity to move about.</p> <p>B - Physical Environment Minimal. Comfortable office environment with frequent opportunity to move about. Extensive travel is required (provincial and national) to meet a wide range of government and business leaders and representatives; while travelling, subject to inclement weather and road or air travel hazards.</p> <p>C - Sensory Attention Considerable. Constant requirement to read, study, review trend analysis, regulations, policies, and legal documents. This position requires a high degree of cultural competency and understanding of cultural protocols. Works at a very high level of dialogue requiring substantial interaction (verbal and written) with a wide range of high-level government and business leaders. Must continually deal with cultural protocols and language nuances which are sometimes subtle.</p> <p>D - Mental Pressures Considerable. This position is under considerable pressure from deadlines including timely advice to Minister (Premier), Deputy Minister, and Senior Officials across governments. Requires accuracy, establishment of priorities for competing demands, distillation of issues and needs, and balance of demands in the development of solutions. Constant interruptions to workflow to respond to requests for information from internal and external stakeholders. Decisions are often made in an environment with competing demands and limited information available. Frequent pressure from disruption of personal life arising from work schedules, including overtime and travel.</p>