

JOB DESCRIPTION

Section 1 - Identifying Data

Position Title: Senior Advisor

Department: Community Services

Branch: Protective Services

Position Number: 101027

Location: Whitehorse

Supervisor's Title: ADM, Protective Services

Medical Clearance Required: No

Security Clearance Required: No

Date Completed: June 2018

Section 2 - General Summary (main purpose of position)

Reporting to the Assistant Deputy Minister (ADM), the Senior Advisor is responsible for providing supporting the assessment and definition of strategic initiatives for the Protective Services division. The Senior Advisor works collaboratively with the Directors as a member of the division management team in planning, developing and implementing short and long-term goals, objectives and priorities. The position serves as the ADM's representative on inter-departmental and inter-governmental initiatives, boards and committees; often operates as the lead on project work, policy development, program development, legislation review and changes, and strategic plans in support of the division's operational services (Emergency Medical Services, Emergency Management Operations, Wildland Fire Management, Fire Marshal's Office, and Building Safety); and provides briefing to varying levels of government including Cabinet.

Section 3 - Principal Duties and Responsibilities (5 to 10 of the most important)

1. Directs the provision of 9-1-1 services for Protective Services, coordinating with the other government and non-government agencies who provide portions of this service (Royal Canadian Mounted Police (RCMP), Health and Social Services (HSS), Justice, Yukon Hospital Corporation).
2. As a member of the divisional management team, the incumbent performs broad and in-depth planning, research and analysis and makes recommendations on emerging issues, priorities, trends and problems in relation to the division's operational services that affect Yukon. This requires the incumbent to have expertise in the operations and legislation concerning the Protective Services operational areas and various associated volunteer agencies (e.g. Yukon Search and Rescue (YSAR), Special Operations Medical Extrication Team (SOMET), community fire, community ambulance).
3. Researches, coordinates and develops Cabinet Submissions, Management Board Submissions, Policies, Project Plans, draft legislation, and other documents required to support the corporate review and approval of policies, financial requirements, intergovernmental agreements and legislative and regulatory requirements. Reviews similar documents produced by Directors and the ADM for quality and consistency with Branch objectives.
4. Acts as the division's representative in discussions of mutual interest with other departments, other governments, First Nations, agencies including the Canadian Armed Forces, RCMP, Yukon Hospital Corporation, the Canadian Radio-television and Telecommunications Commission (CRTC), and private sector partners (e.g. Northwestel);

5. Examines and evaluates the effectiveness of legislation, initiatives, strategies, and policies of other departments and jurisdictions as they relate to Protective Services operations. Establishes and maintains contacts with key players and counterparts in other jurisdictions as a resource for information exchange and to facilitate current and future cooperation and coordination.
6. Offers support, analysis and advice regarding priorities, policy direction, project and planning requirements and subsequently develops terms of reference, background and option papers, in support of the ADM's of strategic objectives, initiatives or concerns.
7. Acts as project manager for the ADM, in facilitating the definition, planning, implementation, monitoring and evaluation of assigned projects by facilitating the establishment of timelines, work plans, and milestones, and ensuring continuous progress and reporting of same to the ADM. These projects vary and may include organizational development, research, business, policy, planning etc.
8. Briefs Cabinet, the Minister and the DM, as required, on Protective Services issues and projects. Writes and prepares associated submissions and briefing materials including white papers under significant time pressures;
9. Negotiation of contracts with effective risk management through application of legislative requirements and litigation, in conjunction with advice from legal counsel. This includes the application of numerous Acts (*Fire Prevention Act, Health Information and Privacy Management Act* etc.), the negotiation of multi-million dollar, multi-party contracts (9-1-1 services agreements, the medevac contract etc.) and Protective Services strategy relating to the conduct of litigation (various Yukon EMS malpractice suits etc.).

Section 4 – Contacts (describe the working relationships associated with the job)

- Contact with the DM, ADM, Directors and Managers to receive direction exchange information, coordinate activities, develop solutions, and to redefine divisional focus, etc.;
- Contact with the Deputy Minister, Minister and Cabinet to provide briefings and receive instructions on significant strategic issues for Protective Services.
- Contact with senior officials in other government departments, other governments, First Nations, industry, NGO's, etc., to discuss projects which span departments and organizations;
- Contact with internal and external auditors to discuss audit objectives, findings and recommendations pertaining to management practices, challenges, and opportunities for improvement.
- Manages multidisciplinary project teams.
- Manages contractors and consultants to ensure contract obligations are met, technical expectations are adhered to and contracts are completed in an appropriate manner.
- Contact with the public to deal with significant Protective Services issues as necessary.

Section 5 - Specific Accountabilities (describe the expected end results of the job, i.e. why does it exist, what purpose does it serve?)

The advice and recommendations made assist the ADM in the efficient and effective management of the division, in achieving goals and objectives.

The decisions and recommendations of the incumbent have a significant impact to public perception and finances of Protective Services and the Government of Yukon. Strategies and policy decisions can set precedents which have impacts on the future operations of Protective Services.

The position has significant input into the overall division strategy to ensure policies, standards, programs and services are consistent with Department of Community Services and Yukon Government goals, objectives and priorities which can have significant impact on Yukon.

The position is responsible for the Yukon Government's role in the 9-1-1 system, impacting emergency response to all Yukon residents.

The advice and recommendations made by the position with respect to issue and risk management can have a direct impact on the responsiveness of the Division, and the public perception of this responsiveness, and may impact the profile of the Yukon Government in dealings with other jurisdictions.

The advice and recommendations made by the position with regards to litigation and contracting have a significant direct impact on the liabilities and financial health of Protective Services.

Section 6 – Budget

1. What is the annual budget under the direct control of the position? **NOTE:** usually only applies to positions at the director and assistant deputy minister level

| | |
|-----------------------------|----|
| Fiscal Year | |
| Annual Payroll | \$ |
| O&M (excluding payroll) | \$ |
| Capital (excluding payroll) | \$ |
| Revenues | \$ |
| Recoveries | \$ |

2. For positions that have an influence on expenditures and/or revenues, provide examples and describe the position's influence.

The incumbent's ability to accurately forecast and thoroughly analyze Manage Board submissions, divisional policies and other documents, as well as when managing divisional projects including 9-1-1 Services, will have the ability to impact the division's budget and expenditures. Expenditures for 9-1-1 Services are expected to be \$50,000 per fiscal year.

Section 7 - Working Environment (describe the normal working conditions of the position - e.g. physical effort, exposure to hazards, mental / physical disagreeableness – as well as the procedures, equipment etc. that are in place to mitigate / avoid such conditions)

This position works in a high-stress environment where decisions and recommendations are required on short timelines, and often involve high risk public safety and public perception of decisions.

This position works in a normal office environment. There is a requirement for the position to travel within the Yukon (approximately 2-4 trips, lasting 3-5 days per trip) and travel outside the Yukon (approximately 1-2 trips, lasting 3-5 days per trip).

Section 8 - Signatures

| | |
|--|---|
| <p><u>Director, Human Resources:</u></p> <p>Signature:</p> <p>Date:</p> | <p><u>Assistant Deputy Minister:</u> I approve this job description as being representative of the work required to be performed, and confirm that the necessary authorities have been delegated to the position.</p> <p>Signature:</p> <p>Date:</p> |
|--|---|

Section 9 – Organization Chart (use the tool in Word to add / delete boxes to the chart below, or create an organizational chart in another program, e.g. Org Plus)

