IDENTIFICATION

Department	Position Title	
Executive and Indigenous Affairs	Director, Regional Operations	
Position Number	**Community**	**Division/Region**
11-12283	Inuvik	Governance and Service Integration

PURPOSE OF THE POSITION

The Director, Regional Operations is responsible for leading, facilitating, and coordinating regional offices in implementing the Government of the Northwest Territories (GNWT) strategic plans, policies, mandate commitments, and interdepartmental initiatives.

This position plays a lead role in enhancing governance, strengthening service integration, and improving access to programs and services for residents while supporting collaboration among GNWT departments, Indigenous governments, community governments, non-government organizations, business and other partners.

The Director establishes and maintains effective working relationships with all levels of government and key stakeholders and advances Governance and Service Integration priorities by supporting coordinated service delivery, continuous improvement, and the development of co-located and integrated front-line service models where appropriate.

Additionally, the Director oversees the overall operations of the EIA regional office, provides operational support to the Territorial Director, Governance and Service Integration, strategic advice to the Assistant Deputy Minister on regional issues, and is responsible for oversight of Government Service Officers in communities.

SCOPE

The Director reports to the Assistant Deputy Minister, GSI, and leads the operational implementation of cross-departmental initiatives, projects, policies, strategic plans, mandate priorities, change management initiatives, and monitoring and evaluation requirements.

The position provides leadership and support for regional coordination, collaboration, communication, and service integration within the GNWT and with Indigenous Governments, community governments, partners, stakeholders, boards, agencies, and interest groups. The

Incumbent chairs the Regional Management Committees and serves as a key link between territorial policy direction, regional operations, and community realities.

Departments remain accountable for their mandates and program delivery responsibilities; however the Director provides leadership for interdepartmental initiatives, service integration efforts, regional collaboration, and coordinated approaches to improving resident access to services.

DIMENSIONS

Direct Reports: 2
Indirect Reports: 26
Overall Budget: 1.4 million (approximate)

RESPONSIBILITIES

1. **Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.**
   - Promote diversity, inclusion, cultural awareness, staff development, mentoring, and safety.

2. **Provides operational leadership in the regions for Governance and Service Integration.**
   - Lead implementation of GSI priorities, strategic initiatives, and service integration activities.
   - Support co-located and integrated service delivery approaches.
   - Supervise regional managers and support Government Service Officers.
   - Ensure operational consistency across regions and communities.

3. **Leads communications, information sharing, and partnership collaboration.**
   - Maintain relationships with Indigenous governments, community governments, NGOs, industry, and GNWT departments.
   - Support evidence-based decision making and knowledge sharing.
   - Manage service delivery agreements, reporting, evaluation, and negotiations.

4. **Participates in senior management and organizational improvement.**
   - Ensure regional perspectives inform policy, planning, and program decisions.
   - Support change management and continuous improvement.
   - Identify opportunities to improve service accessibility and coordination.

5. **Chairs Regional Management Committees.**
   - Coordinate senior regional leaders.
   - Facilitate consensus building and interdepartmental collaboration.
   - Support regional intergovernmental relations activities when required.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will encounter frequent conflicting priorities and perspectives. The work takes place in an environment where there are competing political and public expectations, diverse client needs, departmental mandates and priorities, and limited resources.

The position engages in topics that include interpersonal and systemic racism, and the intergenerational individual and community impacts of colonization.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of NWT communities, Indigenous governments, community governments, intergovernmental relation, regional operations, and service integration principles.
- Communication, negotiation, facilitation, relationship-building, strategic thinking, and change-management skills.
- Ability to use technology, tools and systems to conduct communication, research and data sharing to manage operations.
- Ability to research, analyze and synthesize multiple concepts and priorities.
- Skilled in teamwork, leading and managing a team with divergent interests toward a common vision, goals, and objectives.
- Ability to work effectively with senior managers in regions and headquarters.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:
Completion of a Bachelor's Degree in a relevant field, such as social sciences, communications, public administration, or policy; and a minimum of six (6) years of public service management experience, including experience working with Indigenous governments, community governments, non-government organizations, regional operations, and cross-government initiatives.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

☐ No criminal records check required
☐ Position of Trust – criminal records check required
☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
☐ French preferred

Indigenous language: Select language

☐ Required
☐ Preferred