

MANAGER, DELIVERY OF BENEFITS

SUMMARY

The Manager, Delivery of Benefits is responsible for planning, developing, implementing, monitoring, evaluating and reporting on various Delivery of Benefits programs and initiatives. The Manager will also be responsible for conducting related research and analysis activities. The Manager reports to the Senior Manager, Delivery of Benefits. Extensive travel is required.

The Manager, Delivery of Benefits will initially have a primary focus on Social initiatives within Delivery of Benefits. It is expected that, over time, that the Manager will work with a range of Delivery of Benefits initiatives.

KEY ACCOUNTABILITIES

1. Responsible for developing and implementing actions to address strategic priorities.

The Manager:

- Leads the development of long-term strategic directions and corresponding initiatives, partnerships and relationships to ensure Trust strategic priorities are fulfilled.
- Formulates feasible recommendations to senior management on how to optimize near and medium-term development of approaches to address strategic priorities.
- Formulates related strategies and develops business plans to support solutions for strategic issues.
- Recommends changes and/or improvements to current departmental business plans, policies, and procedures.
- Monitors the department's progress at achieving its strategic goals and reports to senior management on that progress.

2. Plans, develops, manages, monitors and evaluates select departmental programs. The Manager:

- Acts, as requested by the Senior Manager, as a representative on behalf of the Trust on projects, public meetings or issues requiring management representation.
- Leads and contributes to adjudication of grant applications to the Trust.
- Develops effective working relationships with elected officials, local leaders, community groups, development agencies, and various levels of government including local and First Nations governments.
- Acts, as requested by the Senior Manager, as a point of contact on behalf of the Trust to groups, organizations, communities and individuals in the Basin on issues and opportunities related to the Manager's Delivery of Benefits responsibilities.
- Manages, monitors and evaluates contracts with organizations and individuals to deliver approved Trust programs, projects and services in compliance with the Trust's Financial Management Policies and budgets.
- Contributes to the development and implementation of monitoring and evaluation frameworks for Delivery of Benefits programs.
- Provides regular feedback to appropriate Trust senior management on the degree to which the Trust is effectively delivering benefits to Basin residents and on business and service delivery issues that are relevant to the Manager's program responsibilities.

3. Conducts related research and analysis activities. The Manager:

- Conducts and directs research to support engagement and empowerment of Basin residents related to Trust strategic priorities.
- Monitors ongoing projects relating to their performance, attainment of goals, use of funds, impacts on the community, and alignment with the Trust's values and principles.
- Tracks the latest external developments (e.g., community-based, institutional, governmental, political developments) related to the Manager's program responsibilities which may influence the development and implementation of Trust initiatives.
- Prepares, and directs preparation of, reports based on research and other information sources regarding policy, planning and other strategic issues.

4. Performs other related duties as required.

QUALIFICATIONS

Training and Experience

- A minimum of a Bachelor's Degree in planning, public administration, public policy, business management or a related field OR an equivalent combination of education, training and experience. Post graduate work in a related field would be considered an asset.
- A minimum of five to seven years of experience in planning, public program administration, and policy development and analysis including significant experience in a management role.
- Sound experience in managing both people and projects.
- Demonstrated experience in developing and maintaining relationships with local governments, first nations and community groups.
- Sound experience in policy writing and implementation.

Knowledge, Skills and Abilities

- Maintenance of up-to-date knowledge related to the Manager's program responsibilities.
- Sound knowledge of the Trust's objectives, operations and administrative and organizational structures.
- Strong interpersonal and relationship-management skills.
- Strong information literacy and computer skills, including skills in research-based computer applications.
- Well-developed research, writing presentation and communications skills, both oral and written.
- Ability to provide leadership, problem solving, and team-building to create and maintain a positive working environment.
- Ability to initiate, prioritize and manage multiple projects and contracts while ensuring accuracy and meeting deadlines.
- A strong commitment to collaborative and consultative processes.
- Ability to maintain a high degree of confidentiality.