

POSITION DESCRIPTION

POSITION TITLE: Assistant Deputy Minister, Policy

SECTOR: Policy

DEPARTMENT: Fisheries and Oceans

POSITION NUMBER: 00073

LOCATION: Ottawa, Ontario

GENERAL ACCOUNTABILITY:

Is accountable for providing corporate leadership in the development, promulgation and implementation of national strategic policies, frameworks and plans to guide the reorientation of the Department's mission and management approach to federal oceans responsibilities, delivering the Department's programs and services on a cost effective basis to support a sustainable yield of the fishery, a viable commercial harvesting and processing sector in concert with industry, national and international partners.

ORGANIZATION STRUCTURE:

This is one of 18 positions reporting to the Deputy Minister. The others are the: Associate Deputy Minister; Commissioner Canadian Coast Guard; ADM, Fisheries and Aquaculture Management; ADM, Oceans and Habitat; ADM, Science, ADM Human Resources and Corporate Services; DG, Communications; Senior General Counsel; Executive Director, Fisheries Resource Conservation Council; Director General, Departmental Executive Secretariat; Director Departmental Executive Services; and, 6 Regional Directors General.

Specific functions of the positions reporting to the Assistant Deputy Minister, Policy are:

Director General, Economic and Policy Analysis (Staff of 32) directing the development and implementation of strategies and activities to identify major economic issues affecting the fishery resource; developing and implementing strategies, methodologies and tools to ensure the professional analysis of the economic issues affecting DFO; and developing and monitoring the implementation of policies, strategies and frameworks to improve the economic performance and international competitiveness of the Canadian fisheries and their interdependence on other oceanic activities; for developing and implementing strategic policy initiatives for specific areas such as aquaculture, recreational fisheries and cost recovery.

Director General, Strategic Priorities and Planning (Staff of 22) Is responsible for providing national leadership in developing and implementing corporate comprehensive policies in response to long term initiatives so as to integrate the federal government's evolving role and long term strategies with the Department's corporate vision for creating national corporate policy coherence and for establishing and implementing the DFO model for policy-based, departmental strategic and business planning and review processes consistent with the government's agenda.

Director General, Policy Coordination & Liaison (Staff of 20) Is accountable for managing the federal/provincial relations including the support to Ministerial Coordination Committee (CCFAM, PCFAM, ACFAM). Leads and oversees the development of the Departments legislative and regulatory review/agenda including processing regulations made subsequent to the Fisheries Act.

NATURE AND SCOPE:

The Department of Fisheries and Oceans is engaged in the management of major scientific and technical, renewable fisheries resources, and aquatic and oceans research and management programs of national and international consequence. These programs are delivered through six regional operational centres across Canada.

The Department is unique within the federal government in that it maintains a custodial responsibility over a natural resource for the people of Canada. As the custodian of the resource, the Department supports the sound management of the fishery through an extensive enforcement program. The Department, in the past, has relied heavily on developing and administering regulations to carry out its responsibilities for enforcement. Enforcement personnel are armed and are frequently called upon to exercise their activities in hostile, confrontational situations.

In response to the increasing emphasis which the government is placing on creating and maintaining partnerships with stakeholders in the administration of regulations, the Department has embarked upon a series of legislative reforms that will shift the emphasis from reactive enforcement to the concept of sharing of the stewardship responsibility for the resource with all participants in the fisheries. This change in the Department's operating philosophy will have a profound effect on the Department's clients and stakeholders, as the policies governing this resource directly affect people's jobs, communities and their way of life.

It is in this context that the Assistant Deputy Minister, Policy provides corporate leadership for the development of a long-term national strategic policy and planning framework that will guide changes to the Department's role in managing federal oceans responsibilities, and the mode of protecting and advancing its interests and concerns in the fisheries sector both domestically and internationally. The position provides the overall direction for establishing and maintaining strategic policy linkages throughout the Department so that specific operational policies and programs are developed as a coherent whole in support of the Department's mandate and strategic vision. Being involved in all departmental files, the incumbent ensures that strategic linkages are in place between all elements of the Department's strategic plan as well as the strategic linkages to the overall policy agenda of the government.

The ADM is called upon to define the vision, formulate and promulgate the strategies and initiatives to articulate a national direction for the Department in response to the government's socio-economic agenda, deficit reduction initiatives such as Program Review and the economic realities of the fisheries sector. Within the context of fiscal restraint, the incumbent is expected to provide the corporate leadership to develop and promulgate policy frameworks to integrate the Department's agenda for industrial renewal and shared fisheries management of the resource with the industry, provinces and international partners into a comprehensive national strategy as well as design and implement a program of recovery of fifty million dollars per annum in costs from the industry. As a corporate leader in changing the orientation of the Department, the incumbent is called upon to ensure that the national policies and strategic plans articulate a clear vision and direction for all the program areas and regions. These policies and plans are reflected in the functional guidance given by the incumbent to RDGs and in the annual management accords in support of the Business Plan.

The ADM is responsible for developing and articulating broad strategic directions for the federal government's responsibilities and for managing the Department's oceans responsibilities in a consistent and coherent manner. While there are a number of program elements associated with this responsibility located throughout the Department, such as the operational and technical responsibilities in the Science Branch, the ADM provides the corporate strategic policy focus for these activities. The ADM must ensure that the government's overall socio-economic agenda is reflected in the Department's strategic policies regarding the oceans, that the appropriate linkages with respect to this area of the Department's responsibility are established and maintained with central agencies, other federal government departments, provincial and territorial governments. This responsibility also involves the ADM in extensive broad discussions and negotiations with international organizations and foreign government's to represent and advance Canada's interests in the responsible management of oceans.

The ADM defines, plans and directs the Department's involvement in international relations to advance Canada's fisheries conservation and trade interests, and to maximize allocations to Canadians from internationally managed fish stocks. This includes the negotiation and administration of international treaties affecting conservation, allocations and trade, the conduct of bilateral and multilateral fisheries relations with other countries, as well as the formulation and representation of international fisheries conservation, allocation and trade positions.

With the extension of the Canadian fishing zone to 200 miles and the liberalization and expansion of Canada's trading horizon through the WTO negotiations, the ADM is called upon to develop policy and negotiating positions, and lead negotiations on behalf of the government of Canada on a number of critical issues. The ADM plays a critical coordinating role with respect to such issues as international science, enhanced international enforcement, dispute resolutions under the NAFTA, boundary disputes, foreign overfishing and sustainable development.

Increasingly, the ADM has a role to play in educating the public through the media and public meetings to support government fisheries initiatives both domestically and internationally. He/she is called upon to meet and consult with academics, industry and community leaders to explain the Department's position and receive their feedback.

The ADM directs the development of a comprehensive and coherent long term strategic policy and planning framework that will guide the orientation of the Department's operational units. The incumbent directs the identification of significant economic, commercial, scientific and social issues affecting the strategic direction of the Department. The incumbent must ensure that strategic planning and policy development activities are integrated with the interests of a wide variety of fisheries management operational concerns, commercial interests of clients and stakeholders, the interests of provincial, territorial and foreign governments.

The development of sound advice on the direction and feasibility of departmental initiatives is dependent to a significant degree on consistently reliable economic analysis. The ADM ensures that the Department has the capability to assess the economic and market implications for the fisheries of various legislative, policy and regulatory initiatives emanating from within the Department, but also from other federal departments and provincial governments. The ADM leads extensive consultations on economic issues affecting the fisheries. A major challenge for the ADM is to ensure that the Department's strategic priorities are integrated into a cohesive, comprehensive and clearly articulated framework and that it is based on sound economic data and analysis.

The ADM is also part of a strategic network both within and outside the Department and the federal government. As a member of the senior executive team, the incumbent is called upon to provide strategic advice on all departmental operational initiatives brought before the Departmental Management Committee. The ADM is in frequent contact with senior officials of Central Agencies, other federal departments which affect the mandate and programs of the Department, provinces and territories to further the strategic interests of the Department. The ADM also develops frequent contacts with senior representatives of foreign governments, international and national associations to develop working relationships.

DIMENSIONS

| | |
|-----------------|--------------------------|
| Staff: | 90 Full Time Equivalents |
| Salaries & O&M: | \$ 6.8 Million |
| Grants | 0 |
| Contributions | \$453,750 |

SPECIFIC ACCOUNTABILITIES:

- 1 Directs the identification of strategic issues and ensures that the Minister and senior departmental management are provided with sound advice and recommendations.

- 2 Provides corporate leadership in defining the Department's overall vision and develops and implements strategies and initiatives to ensure that this vision becomes part of the Department's working culture.
- 3 Develops a comprehensive strategic policy and planning framework which integrates the diverse interests of the Department both at National Headquarters and the Regions.
- 4 Directs the design, development and application of approaches, methodologies and tools to ensure the professional collection and analysis of appropriate economic data.
- 5 Directs the design and development and coordinates the implementation of initiatives and programs to encourage industry growth and diversification.
- 6 Develops strategic policy frameworks to articulate and advance the Department's role with regard to managing Canada's oceans responsibilities both domestically and internationally.
- 7 Develops and implements policies, strategies and initiatives to establish and maintain bi-lateral and multi-lateral arrangements to promote Canadian interests in the economic and sustainable development of the world's fisheries resources.
- 8 Ensures that the resources of the Branch are managed in a prudent and economic manner.

CERTIFICATION

The foregoing is an accurate and comprehensive statement of the duties and responsibilities assigned to this position.

Incumbent

Date

Signature

Deputy Minister

Date

Signature