

Position Description

Fisheries and Oceans Canada

Position Title:	Director General, Strategic Policy and Priorities
Position Number:	New
Department:	Fisheries and Oceans Canada
Sector:	Policy
Branch:	Strategic Policy and Priorities
Classification:	EX-3 (P)
Supervisor's Title:	Assistant Deputy Minister, Policy
Location:	Ottawa
Date:	July 27, 2010

General Accountability:

Accountable for providing advice and support to advance the Department's strategic policy agenda within the context of the government's overall objectives, including leading and directing the identification of strategic priorities for the Department's forward agenda as it relates to Cabinet and departmental decision-making, and providing leadership for policy initiatives that cut across the Department or involve OGDs and agencies. Directs the generation of forward-thinking "ideas" to position DFO/CCG and to advance its transformational agenda. Provides a single-window service in developing all DFO and CCG Cabinet documents. Manages the provision of strategic secretariat support to senior-level policy committees, and the provision of support to the Deputy Minister regarding key committees. Directs special projects and leads the Department's engagement on high profile initiatives like the Cohen Commission. Facilitates and ensures coherence across the full suite of departmental policy initiatives, and enables effective briefing of the Minister and senior management on key policy issues of strategic importance for the Department and the government as a whole.

Organizational Structure:

This is one of five senior positions reporting to the ADM, Policy. The others are: the DG, Science Policy and Integration; the DG, Legislative and Intergovernmental; the DG, Economic Analysis and Statistics; and the DG, Program Planning and Coordination.

Reporting to the DG, Strategic Policy and Priorities, are the following senior positions:

Director, Strategic Policy (Staff of 11):

Accountable for leading DFO's efforts to identify and respond to priority issues and the development of policy associated with horizontal MCs and cabinet products. Manages issues requiring strategic and timely whole-of-department advice and the development of near-term policy. Directs the provision of policy advice, briefings and support for key Cabinet and departmental committees, and manages an executive secretariat function for the Department's Policy Committee. Provides leadership with regard to departmental priority setting, Budget planning efforts, and transition planning. Develops an overall Cabinet business strategy, and directs the strategic management of MCs, Cabinet Submissions and other Cabinet documents. Serves as the Department's primary interface with OGDs and central agencies on cabinet business and policy development. Makes certain the Minister's Office receives appropriate support on cabinet proposals and policy initiatives.

Director, Horizontal Policy and Priorities (Staff of 13):

Accountable for leading the development of the department's policy positions on horizontal and cross-cutting, medium-term issues of strategic importance for DFO. Works closely with other Sectors and government departments to monitor emerging issues, and develops policy positions and frameworks on broad issues of interdepartmental interest. Undertakes policy research, produces environmental scans, and undertakes other activities that inform ongoing priority setting and horizontal policy integration across the department and federal government. Manages the assessment and preliminary analyses of external policy issues and supports DFO policy committees. Develops strategic linkages with key personnel in each of the Sectors to harness the expertise available in the Department to address broad issues, and fosters collaboration with the Sectors and OGDs.

Director, NCR, Cohen Inquiry Secretariat (Staff of 3):

Accountable for collaborating with the Pacific Region and the Department of Justice in the coordination of Department and all-of-government efforts to ensure timely support to the Cohen Commission of Inquiry. Manages related issues and the development of strategies, tactics, and preparedness, and ensures coordination with PCO. Supports the DM Steering Committee and DG Working Group dedicated to the Inquiry, and briefs senior management on issues related to the Inquiry. Manages pertinent documents, the coordination of witnesses, the establishment and maintenance of a repository of Commission requests, and the provision of oversight for the budget dedicated to support DFO and DoJ. Leads, in consultation with the Pacific Region, the departmental response to the Commission's Discussion Paper and Reports.

Director, Special Projects:

Accountable for monitoring and analyzing emerging legislation, policies, initiatives, broad, Department-wide issues, trends and problems, advising senior management regarding the implications of these initiatives to DFO, and recommending project approaches in response. Directs the design of special projects, including action plans, resourcing, targets and goals, project information plans, executive status reports and follow-up commitments. Plans and provides direct management and leadership of senior level projects with resources from other Branches and Sectors as required.

Nature and Scope:

Fisheries and Oceans Canada (DFO) is the lead federal government department responsible for developing and implementing policies and programs in support of Canada's economic, ecological and scientific interests in oceans and inland waters. This mandate includes responsibility for the conservation and sustainable use of Canada's fisheries resources while continuing to provide safe, effective and environmentally sound marine services that are responsive to the needs of Canadians in a global economy.

DFO's Policy Sector has the mandate for the development and implementation of an overarching, integrated departmental science-based policy framework and leadership of the Department's strategic direction and the horizontal integration of all departmental policy priorities and objectives into a coherent, corporate-led and whole-of-department policy process to guide the reorientation of the Department's mission and management approach to federal oceans and

fisheries/aquaculture responsibilities, in concert with industry, national and international partners, and the cost effective delivery of coast guard and hydrographic services.

Within this context, the DG, Strategic Policy and Priorities, advances the Department's strategic policy agenda within the context of the government's overall objectives. He/she leads policy initiatives with implications that cut across the Department or involve other federal government departments and agencies. He/she facilitates DFO/CCG's transformational agenda; leads the development of DFO and CCG Cabinet documents; and directs special projects. The DG ensures coherence across the full suite of departmental policy initiatives, and enables effective policy briefing of the Minister and senior management.

More specifically, the DG provides overall direction in the undertaking of scanning and outreach activities with respect to OGD initiatives with implications for DFO and its agenda, and the development of collaborative linkages with the Department's Sectors and Regions, in order to identify and advance emerging policy issues of strategic importance to the Department and to develop and provide strategic policy advice to senior management, including leadership with regard to departmental priority setting, Budget planning, and transition efforts.

As well, the DG is accountable for directing policy development associated with horizontal MCs and cabinet products, and for the provision of leadership with respect to the development of Cabinet documents produced by the Department. He/she provides the Department's primary interface with OGDs and agencies, including PCO and Cabinet, with respect to the development of cross-cutting policy initiatives.

The DG is responsible for the provision of strategic secretariat support to the Department's Policy Integration Committee (PIC) and ensures alignment with the broader DMC policy focus. He/she also directs the provision of policy advice and support for key Cabinet committees, such as the Economic Growth and Long-term Prosperity (EGLP) committee and the Environment and Energy Security (EES) committee, and for supporting the Deputy Minister in his/her capacity on DM-ETP, DM-CCCEE, Ad Hoc Committee on the North, and other key committees.

In addition, the DG is accountable for the provision of leadership in the development of policy positions on horizontal and cross-cutting, long- and medium-term issues of strategic importance for DFO, such as climate change, biodiversity, sustainable development, and Northern development. He/she directs the horizontal coordination of regional, sectoral and departmental policy initiatives and complex files to ensure consistency with departmental strategic policy frameworks and associated policy agenda and with government-wide directions. The incumbent also directs the identification of opportunities for innovation, modernization and transformation in Canada's fisheries and oceans policy suite.

As well, the DG leads and directs the assessment and preliminary analyses of external policy issues such as resource management, science, federal/provincial relations, national unity, departmental programs, Aboriginal issues and international trade. He/she is responsible for coordinating and leading on assigned issues associated with the Department's corporate and strategic priorities e.g., annual DMC priority setting exercise, Budget preparation, management of transition planning, and providing a coherent and integrated DFO position on policy initiatives led by OGDs.

In this respect, the DG directs the conduct of policy research on various topics, produces environmental scans, leads workshops and events to integrate views, and undertakes other activities that inform ongoing priority setting and horizontal policy integration. He/she ensures collaboration with other Sectors, OGDs and central agencies to monitor emerging issues, and directs the development of policy positions and frameworks on broad issues of interdepartmental interest. The DG is accountable for the identification of opportunities for entering into new departmental activities or initiatives that contribute to the achievement of DFO's strategic outcomes; eliminating or reducing current activities; or intensifying existing activities, and, as well, contributes to informing thinking around these items. The incumbent works closely with other Sectors and government departments to monitor emerging issues, and draws heavily on the input, contributions, and expertise of DFO's science, operational and regional colleagues.

The DG directs the development of strategic linkages with the Sectors to harness the expertise available in the Department to address broad issues, and fosters collaboration with the Sectors and OGDs. He/she is responsible for providing secretariat support to senior policy committees. The incumbent makes certain that the Department's policy initiatives and operational activities are well articulated and forcefully presented in policy and operational discussions with central agencies, line departments, foreign governments, other levels of governments and the private sector.

Furthermore, the DG is accountable for the provision of an overall Cabinet business strategy for DFO/CCG and a single window for drafting and dealing with cabinet documents. He/she directs the production of departmental Cabinet Submissions, and manages issues vertically between the Minister's Office and the Department, and horizontally across headquarters and regional operations. Similarly, he/she directs the strategic management of MCs, Cabinet Submissions and other Cabinet documents, and plays a leadership role in determining the overall content and strategic directions for Cabinet and Cabinet Committee meetings. The DG is responsible for making certain the Minister's Office receives appropriate support to enable the Minister to meet his/her responsibilities as a Member of Cabinet.

Another key area of the DG's mandate relates to the establishment of policy-level project management capacity for the identification, monitoring and analysis of emerging legislation, policies, initiatives, and broad Department-wide issues, trends and problem areas requiring strategic responses. He/she provides high-level direction in the creation, management and leadership of dedicated task forces consisting of groups of staff from across the Department with specialized skills in order to carry out high profile, short-or medium-term projects.

Projects can involve such deliverables as legislative or policy reviews, or the preparation and negotiation of Treasury Board Submissions, and the shepherding of the submissions through to the approval stage. Other deliverables include the gathering and analysis of intelligence, the undertaking of consultations with stakeholders, the review of legal and other risks, the development of/obtaining approval for comprehensive new administrative structures and processes, the negotiation of working agreements with internal and external stakeholders, and the provision of senior-level briefings, speaking points for high level meetings and the preparation of Q&As.

An example of special projects for which the DG has responsibility is the provision of Secretariat support to the Cohen Inquiry. Together with Pacific Region and the Department of Justice, the DG is accountable for coordinating Department and all-of-government efforts to ensure timely support to the Cohen Commission of Inquiry into the Decline of Sockeye Salmon in the Fraser River. In this regard, he/she provides overall direction with respect to management of issues and the development of strategies, tactics, and preparedness, and ensures coordination with PCO. The incumbent supports the DM Steering Committee and DG Working Group dedicated to the Inquiry, and briefs senior management on issues related to the Inquiry. He/she directs the collection and management of pertinent documents, the coordination of witnesses, the establishment and maintenance of a repository of Commission requests, and the provision of oversight for the budget dedicated to support DFO and DoJ. The DG also leads, in consultation with the Pacific Region, the departmental response to the Commission's Discussion Paper and Reports.

Dimensions:

Staff: 35 FTEs
Salary and Operating Budget: \$1.5 million

Specific Accountabilities:

1. Directs the identification and advancement of emerging policy issues of strategic importance to the Department and the provision of strategic policy advice to senior management, and leads departmental priority setting, Budget planning, and transition efforts.
2. Directs development associated with DFO MCs and those of OGDs with bearing on DFO's mandate, cabinet products, and provides leadership for the development of Cabinet documents.
3. Manages the provision of strategic secretariat support to senior-level policy committees, and the provision of support to the Deputy Minister on a range of DM and other key committees (eg DM-ETP, DM-CCCEE).
4. Develops policy positions on horizontal and cross-cutting issues of strategic importance for DFO; directs the horizontal coordination of regional, sectoral and departmental policy initiatives and complex files; and directs the identification of opportunities for innovation, modernization and transformation in Canada's fisheries and oceans policy suite.
5. Directs the collaborative research, assessment and preliminary analyses of external policy issues, and leads on assigned issues associated with the Department's corporate and strategic priorities.
6. Directs the development of strategic linkages with the Sectors to harness the expertise available in the Department to address broad issues, and fosters collaboration with the Sectors and OGDs.

7. Provides advice to DMC and secretariat support to senior policy committees, and enables effective briefing of the Minister and senior management on key government and departmental policy issues.
8. Ensures the Department's policy initiatives and operational activities are well articulated and forcefully presented in policy and operational discussions with central agencies, line departments, foreign governments, other levels of governments and the private sector.
9. Provides an overall Cabinet business strategy for DFO/CCG and a single window for dealing with cabinet documents.
10. Directs projects related to the identification, monitoring and analysis of emerging legislation, policies, initiatives, and broad Department-wide issues, trends and problem areas requiring strategic responses.
11. Coordinates Department and all-of-government efforts to ensure timely support to the Cohen Commission of Inquiry.

Certification:

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

Incumbent

Date

Signature

ADM

Date

Signature