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| **Chief of Staff (AS-07)** |
| Internal Process |

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|  | | | **ESSENTIAL QUALIFICATIONS** | |
|  | | | **Education** | |
| **Mandatory** | | | * Secondary school diploma or employer-approved alternatives (a satisfactory score on the PSC test approved as an alternative to a secondary school diploma; or an acceptable combination of education, training and/or experience) | |
|  | | | **Experience** | |
| **Mandatory** | | | * Significant experience in coordinating information activities and in reviewing, drafting and managing the preparation of ministerial documents, such as briefing notes, and input to the preparation of Question Period cards * Recent and significant experience in providing expert advice and guidance to senior level officials in the management of operational issues | |
| **Optional choice** | | | * Experience in managing human and financial resources * Experience in establishing and maintaining relationships with key stakeholders * Experience in managing a program, a service offering or a project | |
|  | | | **Knowledge** | |
| **Mandatory** | | | * Knowing our business * Knowledge of Service Canada service offerings * Knowledge of principles, policies and practices related to the management of human resources, finance, procurement and government information in the Federal Public Service | |
|  | | | **Abilities** | |
| **Mandatory** | | | * Communication (oral) * Communication (written) * Policy Analysis | |
|  | | | **Personal Suitability** | |
| **Mandatory** | | | * Management Excellence * Engagement * Strategic Thinking * Values and Ethics * Client Service Excellence * Dependability | |
|  | | | **Official Language Proficiency** | |
| **Mandatory choice** | | | * English Essential * French Essential * English or French Essential * Bilingual Imperative – Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Bilingual Non-Imperative – Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | **ASSET QUALIFICATIONS** | | | |
|  | **Education** | | | |
| **Optional choice** | * Graduation with a degree from a recognized post-secondary institution. * Graduation with a degree from a recognized post-secondary institution in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (manager to specify program) * Successful completion of two (2) years post-secondary education from a recognized educational institution (e.g. community college, CEGEP, university) with a specialization in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (manager to specify program) | | | |
|  | **Experience** | | | |
| Any of the following qualifiers can be used for experience factors within the assets qualifications section: **Experience**; **Experience with good results**; **Recent experience**; **Recent experience with good results**; **Significant experience**; **Significant experience with good results**; **Recent and significant experience**; **Recent and significant experience with good results**. Please refer to the Users Guide: Standardized Statement of Merit Criteria & Conditions of Employment for more information about qualifiers. | | | |
| **Optional choice** | * in leading an organization through a transition period * in managing a program or project at the national level * in managing/participating in staffing processes * in dealing with compliance issues * in managing administrative operations and internal communications in a multi-disciplinary organizational unit * in managing business planning and reporting processes in a multi-disciplinary organizational unit, including the preparation of final documents for \*Senior Management (\*Senior Management is described as Executive Director level, equivalent or above) | | | |
|  | **Knowledge** | | | |
| **Optional choice** | * Knowledge of federal and provincial legislation and policies impacting on the department’s funding programs * Knowledge of labour market, and social issues and economic factors influencing labour market conditions | | | |
|  | **Abilities** | | | |
| **Optional choice** | * Analytical Research Skills * Evaluating and Improving Services | | | |
|  | | **OPERATIONAL REQUIREMENTS** | | |
| **Optional choice** | | * Willing and able to work overtime * Willing and able to travel | | |
|  | **ORGANIZATIONAL NEEDS** | | | |
| **Optional choice** | * In order to achieve a representative workforce, selection may be based on qualified candidates self-identifying (at time of application) as being: * a member of visible minority group * an aboriginal person * a person with a disability * a woman | | | |
|  | | | | **CONDITIONS OF EMPLOYMENT** |
|  | | | | **Reliability and Security** |
| **Mandatory** | | | | * Secret security clearance |