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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
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