

DIRECTOR, CORPORATE RESPONSIBILITY

Full Time Employment Opportunity

Reporting to the Vice President, General Counsel and Corporate Secretary, the Director, Corporate Responsibility is responsible for the strategic direction, leadership and management of relevant policies, standards, strategies and initiatives which align with the corporation's objectives and strategic elements. This position ensures Manitoba Liquor & Lotteries (MBLL) delivers on its commitment to create positive social, economic, and environmental impacts with our consumers and in our province and contributes to managing consumer, community, and corporate reputation risks. Current departmental responsibilities include Corporate Responsibility (CR), Social Responsibility, Sustainable Development, and Records & Information Compliance.

Duties:

- Create a shared vision for enterprise-wide CR and build support for this vision among key internal stakeholders and external business partners.
- Develop CR goals which consistently align with the current corporate strategy and lead the development of related initiatives which form the CR annual business plan.
- Collaborate with Human Resources on corporate initiatives focused on employee engagement related to increasing employee engagement and commitment to corporate responsibility.
- Collaborate with corporate divisions and departments to ensure employees maintain a continued awareness of their privacy and information management responsibilities. Further, to ensure corporate strategies and business plans consider risks related to sustainable development, privacy and information management.
- Lead the consultation and advisory services for corporate strategies for new business, marketing and communications initiatives and related projects with other divisions, ensuring the inclusion of CR perspectives to manage consumer, stakeholder, shareholder, and corporate risks, and to integrate this thinking into the corporation's culture.
- Implement, monitor, and improve strategies to maintain MBLL's CR and reputation; and ensure a continuous commitment to the social and economic well-being of Manitobans.
- Monitor emerging trends, risks, issues, and regulations related to social responsibility, sustainable development, privacy and information management, which may impact the role, reputation or strategic positioning of MBLL. Coordinate appropriate strategies and initiatives required to mitigate risk and ensure compliance where required.
- Lead stakeholder engagement for the organization related to CR and strategically respond to CR expectations of the general public, consumers, stakeholders and our shareholder.
- Direct the development of the department's annual business plan and budget and contribute to the corporation's strategic plan. Manage within the approved budget.
- Lead the efforts to advance MBLL's reputation related to our positive impacts in Manitoba, and to grow employee engagement with CR. Ensure that all applicable stakeholders have an opportunity to support this effort.
- Oversee the implementation and ongoing improvement of a comprehensive, consistent staff training approach for Social Responsibility and CR, based on leading practices.
- Direct the development and continuous improvement of a broad suite of branded social responsibility consumer information and social marketing programs, ensuring alignment with corporate goals.
- Establish and monitor performance metrics to gauge CR program effectiveness; identify gaps, opportunities and develop plans to address these issues.
- Direct the development of Corporate Responsibility performance reporting utilizing the Global Reporting Initiative (GRI) framework and other Environment, Social & Governance reporting.
- Direct the planning and implementation of an annual program of research and evaluation as part of the departmental strategic plan, ensuring continuous improvement.
- Oversee formal change management and risk management processes within the CR department.
- Ensure compliance with MBLL's policies on Corporate Responsibility, Social Responsibility, Privacy and Information Management, and the MBLL and LGCA Acts, the Manitoba Climate and Green Plan Act, the Privacy Act, Archives and Recordkeeping Act, and other internal standards.
- Ensure attainment of relevant external accreditation programs, e.g. WLA, LEAF, MSC, etc. and the continuous improvements that are required. Evaluate the relevance of these accreditation programs on an annual basis.
- Review and monitor business plans within the department and the results relative to overall objectives, and coordinate corrective action where required.
- Provide regular updates to the Vice President, General Counsel and Corporate Secretary regarding program developments, progress, and issues.
- Inform and consult with the Vice President, General Counsel and Corporate Secretary regarding issues or significant risks related to the CR program, budgets, or matters which may result in impacts to perceived or real reputation of MBLL.
- Research and evaluate department effectiveness and identify opportunities, gaps, and areas for continuous improvement.
- Oversee the development of complex project plans and ensure an effective project management methodology is adhered to.
- Develop and update policies and standards to entrench social responsibility leadership and principles into the core business of MBLL.
- Develop and update policies and standards to entrench privacy and information management principles into the core business of MBLL.
- Develop and update policies and standards to entrench sustainable development principles into the core business of MBLL.
- Implement effective risk management practices to ensure alignment with the organization's enterprise risk management framework.

Primary Qualifications:

- A degree in business, social sciences, public administration, or a related field of study, or an equivalent combination of education and experience.
- A minimum of seven years progressively responsible management experience in an industry relevant to the Corporate Responsibility function.
- Demonstrated understanding of business strategy and strategic alignment.
- Demonstrated experience in budgeting and financial management
- Expertise in CR with a good understanding of the broader consumer, social, environmental and economic trends within Canada and worldwide.
- Experience in strategy development and leading in the planning, implementing and managing multiple large and/or complex programs and projects.
- Experience in leading and influencing in a complex field.
- Excellent oral and written communication skills, including public speaking, meeting facilitation, and dealing with the media.
- Exceptional skills and demonstrated proficiency in current desktop productivity tools such as Microsoft Office Suite, video conferencing solutions, and other information technology applications.
- Demonstrated experience in creating excellent working relationships with partners and stakeholders.
- Demonstrated work experience that shows strong leadership and organizational skills, adoption and creation of best practices, strong initiative and ability as a self-starter, excellent human resource management and labor relations skills, and planning and managing budgets.
- An in-depth understanding of corporate responsibility, social responsibility, privacy and information compliance and sustainable development and its link to our corporate purpose is required.
- Experience in change management, risk management and continuous improvement is an asset.
- An understanding of relevant and modern marketing theories, promoting social issues and behavior change is an asset.
- Training in corporate responsibility or social responsibility is an asset.
- Upgrading and professional development is required to keep current with changes in the profession.

*** Manitoba Liquor and Lotteries is committed to Diversity, Equity and Inclusion. We strive to hire a workforce that reflects the community we serve. Employment equity will be considered therefore applicants who identify as women, Indigenous people, members of racialized groups, and persons with a disability are encouraged to apply.

If you require an accommodation at any time during the recruitment process, please let us know how we can meet your needs.

Salary: \$46.91-\$63.27
Bargaining Unit: EXEMPT
Location: Empress

Individuals should apply by completing our online application form at www.mbl.ca/jobs or by submitting a resume and application to careers@mbl.ca

All applications are due by May 29, 2023.

We thank all interested applicants, however, only those selected for interviews will be contacted.

Posted: May 15, 2023