

# MINISTRY OF ENVIRONMENT HUMAN RESOURCE PLAN OVERVIEW

The ministry's Human Resource Plan, its *People Strategy*, outlines the key human resource objectives for the coming year and looks forward to future needs. Developed by a cross-ministry team, the *People Strategy* is based on reviews of ministry initiatives that identified a number of issues significant to ministry staff: workload, communication, succession management, and clarity regarding job descriptions.

The *People Strategy* supports a workplace that recognizes employee contributions, encourages them to take advantage of developmental opportunities while providing a challenging, yet balanced, workload. Supporting the employee of today, the *People Strategy* is working to ensure the ministry is a sought-after, well respected and innovative place to work.

Achieving its *People Strategy* will enable the ministry to meet the goals of its Service Plan – in particular, the Service Plan Goal 4 objective of efficient program management, fiscal responsibility and client service.

The *People Strategy* is aligned with the six goals in the government-wide Corporate Human Resource Plan, *Fostering Excellence in Public Service*:

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|-------------------------------------|---|
| 1. Effective People Strategy        | 4. Flexible and Motivating Work Environment |
| 2. Proactive & Visionary Leadership | 5. Learning & Innovative Organization       |
| 3. Performance Focused Workplace    | 6. Progressive Employee-Employer Relations  |

An overview of the ministry's *People Strategy* is provided below.

People Strategy Overview	
Strategies	Performance Measure/Initiative
<b>OBJECTIVE 1 – A communicating and performance-focused workplace</b>	
Create and communicate a multi-year People Strategy	People Strategy reviewed annually; progress reports to all staff twice a year
Through focus groups across the province, assess the effectiveness of the People Strategy and employee perspectives on communication, job satisfaction, recognition, and learning opportunities (and other topics)	# of focus groups in regions and headquarters
All employees have Employee Performance and Development Plans (EPDPs) reviewed and updated on an annual basis	% of staff with an EPDP
Annually evaluate the implementation and employee satisfaction with the EPDP process and prepare report for Executive	Staff feedback gathered; report prepared
Executive supports 360 feedback for Management staff levels 5-12	% of ML5-12 employees using 360 feedback tools
Commitment to divisional meetings involving Executive	# of question and answer sessions in divisions across the ministry with the Deputy Minister and Executive

People Strategy Overview	
Strategies	Performance Measure/Initiative
Executive and Directors ensure communication between and within divisions and branches ( <i>e.g. visits to field, division/branch open houses, etc.</i> )	Level of staff satisfaction with communication, determined during focus group sessions
<b>OBJECTIVE 2 – Up-to-date job descriptions</b>	
Managers are committed to reviewing and updating job descriptions in order to support business objectives	# of job descriptions reviewed
<b>OBJECTIVE 3 – A positive and motivating work environment</b>	
Develop a Deputy Minister Employee Recognition Program	Development of program and process  Awards presented annually; program evaluated
Support work/life balance, recognizing this is unique to each individual. Initiatives may include local wellness committees, staff social events, flexible working arrangements, deferred salary leave, etc.	Level of staff satisfaction with local initiatives, determined during focus group sessions
<b>OBJECTIVE 4 – A culture of learning and development</b>	
Employees are encouraged to take advantage of opportunities that promote knowledge and skills development, normally identified in an employee's EPDP	Average number of Public Service Learning Fund training hours per employee  # of developmental opportunities for MoE staff (e.g. temporary assignments, project leads, cross training)
Support leadership developmental opportunities for managers ( <i>i.e. Leading the Way, temporary assignments, special projects, etc.</i> )	% of staff attending Leading the Way courses  # of temporary assignments across the ministry and other ministries
<b>OBJECTIVE 5 – Forward-thinking succession management initiatives</b>	
Develop ministry succession management initiatives that guide Divisions and Branches in addressing business needs	# of corporate succession management presentations that are available to all staff  # of developmental temporary assignment opportunities  Reports prepared on ministry demographics and best practices
Participate in Corporate Succession Planning and allow staff the time to participate	% of staff participation in process as set out by Leadership and Learning Centre