



IDENTIFICATION

Department	Position Title	
Finance	Manager - Fiscal Policy and Intergovernmental Relations	
Position Number(s)	Community	Division/Region(s)
15-3813	Yellowknife	Fiscal Policy/HQ

PURPOSE OF THE POSITION

The Manager - Fiscal Policy and Intergovernmental Relations, provides expert advice and analysis on fiscal and economic policy, intergovernmental fiscal relations, pensions and taxation and makes recommendations to the Deputy Minister and Minister of Finance as input for Minister and Executive Council decisions on expenditure, taxation and economic policies and on intergovernmental fiscal relations, primarily the Formula Financing arrangements. These recommendations are required as input into Cabinet decisions.

The incumbent supervises one fiscal policy analyst.

SCOPE

This position is located in Yellowknife and reports to the Director, Fiscal Policy. The Fiscal Policy Division is responsible for providing research, analysis, and recommendations on the fiscal policies of the government, monitoring economic conditions as they affect the government's fiscal policy; providing macroeconomic research and policy advice; providing analysis and advice on Canadian and NWT tax policies; monitoring and advising on intergovernmental fiscal relations, in particular, the formula financing arrangements with Canada; providing input into multi-year fiscal plans; and preparing the annual budget address. The Division also provides technical support for the Deputy Minister and the Minister of Finance in federal-provincial-territorial discussions, and represents the Government on intergovernmental Finance committees.

Within this environment, the Manager - Fiscal Policy and Intergovernmental Relations provides research, analysis and recommendations respecting federal transfers to the GNWT, and in particular, has primary responsibility for the Territorial Formula Financing Grant from Canada, which comprises 70 per cent of the GNWT's revenues. The position is responsible for representing the GNWT in negotiations on Territorial Formula Financing and administering the Territorial Formula Financing legislation with Canada.

The position is also responsible for contributing research and analysis of the GNWT's fiscal framework for public documents such as the Public Accounts, Main Estimates and for drafting the Budget Address. These documents, along with the Business Plans, are the key documents used by the Minister and Executive Council to determine the fiscal plan of the government.

Other responsibilities relate to advice provided to this and other departments on the negotiation and administration of intergovernmental agreements and the analysis of the impact of changes in economic, fiscal and taxation policy on the fiscal framework.

This position is responsible for providing advice for Cabinet and senior management on the impact of changes in intergovernmental transfers, economic, fiscal, pension and taxation policy on the NWT economy and the GNWT's fiscal framework. The incumbent provides recommendations and advice by drafting proposals, reports, Cabinet submissions and analyses for the Director, Deputy Minister, Minister of Finance and Executive Council for decisions on economic, expenditure and taxation policies.

The Incumbent supervises one fiscal policy analyst whose responsibilities include providing the Division with research and analysis of Territorial Formula Financing, contributing to the GNWT's fiscal framework for public documents, and maintenance of revenue forecasts.

RESPONSIBILITIES

The following are the position's main areas of responsibility.

1. To develop medium-term projections of the fiscal requirements of the GNWT and the development of economic and fiscal strategies associated with these projections.

The main activities under this responsibility involve:

- providing advice for the consideration of the Deputy Minister and the Minister of Finance on potential revenue effects of changes to government policies (for example, changes to the tax system, government employment levels, Superannuation);
- developing and/or using methods to project short, medium and long-term revenue requirements to meet expenditure needs, to project budgetary deficits and surpluses, and to project borrowing requirements;
- making recommendations on fiscal policies associated with fiscal projections;
- participating in research activities initiated by other government departments and/or the federal/provincial governments related to fiscal and economic policy issues;
- conducting research and analysis on tax system changes as they affect fiscal policy;
- analyzing federal and provincial budgets, white papers and draft legislation for the impact on the fiscal position of the GNWT;
- providing analysis of future revenues for the main estimates, fiscal framework, and other forecasting exercises; and,
- preparing the annual Budget Address and accompanying materials that reflect the Minister of Finance's fiscal and budgetary policy.

2. To provide advice and initiate research on federal-territorial and federal-provincial-territorial fiscal relations.

The main activities under this responsibility involve:

- providing strategic thinking and advice for negotiating intergovernmental fiscal arrangements, primarily Territorial Formula Financing arrangements to the Minister of Finance and Cabinet;
- representing the GNWT in negotiations on federal-territorial fiscal transfers, particularly negotiations involving Territorial Formula Financing;
- representing the GNWT at intergovernmental meetings as required, particularly those related to Territorial Formula Financing arrangements;
- analyzing the impact of proposed changes in intergovernmental fiscal arrangements on the Government's fiscal position;
- initiating research on alternatives to current intergovernmental fiscal arrangements, including the current intergovernmental transfer systems; and,
- developing models to simulate the impact of alternative scenarios and maintaining the necessary data bases.

3. To provide advice and briefing material for the Deputy Minister, the Minister and the Executive Council on the complete range of issues in which the Fiscal Policy Division is involved.

The main activities under this responsibility involve:

- providing recommendations for the Minister of Finance, Cabinet and senior management on the Territorial Formula Financing arrangements;
- providing expert research, analysis and advice about Territorial Formula Financing arrangements, including proposals for alternative measures where federal interpretations could be detrimental to the GNWT and evaluation of the feasibility of alternatives suggested by others;
- advising on the fiscal and economic impacts of proposed GNWT policies;
- drafting ministerial letters on fiscal policy related issues;
- drafting briefing material on significant economic and fiscal developments both within and outside the NWT;
- drafting briefing material on the GNWT's revenue forecasts;
- drafting briefing material and providing expert opinions on the impact of national pension policies; and,
- drafting briefing material for finance ministers and deputy ministers meetings.

4. Supervision of one policy analyst whose responsibilities include providing support in development of economic and fiscal policies.

KNOWLEDGE, SKILLS AND ABILITIES

The incumbent must have a solid background and knowledge of economic theory, intergovernmental fiscal relations, agreements and legislation, theory of public finance, the Canadian tax system, and a specialized technical knowledge of economic and fiscal policy modeling and analysis including experience in applied theoretical public policy. The incumbent must remain current with important developments in these areas.

This knowledge is normally gained by a Masters Degree in Economics and at least 5 years work experience in the field of public finance and/or public policy analysis. Extensive experience in computer-based analysis and good knowledge of quantitative methods, spreadsheets, word processing and communications is required.

The position requires strong organizational skills. Incumbent will be required to manage short- and long-term projects within very stringent deadlines. Supervisory experience is required.

The position requires strong communication skills for the preparation of briefing materials, numerical analysis, presentations, papers based on technical analysis and forecasting, and for maintaining contacts with officials in the federal and provincial governments.

WORKING CONDITIONS

Physical Demands

The position requires long hours sitting at a computer on a daily basis and meetings of long duration. Otherwise, the position is in an office setting where there are no unusual physical demands.

Environmental Conditions

Typical Office Environment conditions

Sensory Demands

Requires ability to listen, analyze information and communicate the government's position at meetings. Ability to remember and synthesize information and instructions.

Mental Demands

Requires listening and analyzing information at highly complex meetings in person or on conference calls. Ability to remember and synthesize information and instructions.

Incumbent required to produce work of high quality often under very stringent deadlines, which can result in significant stress.

Concentration required for prolonged periods of time required at meetings and during daily activities.

Requires ability to travel on a regular basis (2 to 3 times per year) in order to attend one to two day meetings.