IDENTIFICATION

Position Number	Position Title	
15-0686	Tax Policy Analyst	
Department	Division/Region	Location
Finance	Fiscal Policy /HQ	Yellowknife

PURPOSE OF THE POSITION

This position is responsible for providing research and analysis on matters relating to taxation policies of the Government of the NWT, modelling tax outlooks and the impact of taxation changes, and monitoring other governments' taxation initiatives.

Other responsibilities include providing advice to other GNWT departments regarding the impact of GNWT taxation initiatives on the NWT's economic performance.

SCOPE

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 and reporting to the Manager, Tax Policy, the Tax Policy Analyst provides analytical and research expertise to the Division in support of the Division's recommendations on tax policy. Work is normally assigned verbally or in writing by the Manager, Tax Policy.

RESPONSIBILITIES

1. Conducts research, analysis and forecasts and develops recommendations related to NWT taxation. Complete and accurate analysis is essential for tax policy purposes and research requires extensive analysis of many variables using analytical methods ranging from simple techniques to complex, specially developed approaches.

   Main Activities:

   - Developing and maintaining models for forecasting NWT tax revenues including revenues derived from personal income tax, corporate income tax, payroll tax, property tax, tobacco tax and fuel tax;

   - Performing research relating to the NWT economy including collecting and analysing data to monitor trends and determine the impact of various projects or development on the economy and tax revenues;

   - Providing evaluations of the effects of government tax initiatives on the NWT economy and developing policy recommendations for the Minister of Finance, Cabinet and senior management; and,

   - Drafting briefings for senior management and the Minister on issues relating to GNWT tax policy.

2. Monitor and analyse the impact of changes in taxation policies of the federal government and other provinces and territories.

   Main Activities:

   - Collecting and analysing financial and economic data required for determining the NWT impact of federal and provincial tax proposals; and,

   - Drafting briefings for senior management and the Minister on issues relating to tax policies of other jurisdictions.

3. Analyzing and interpreting federal, provincial and NWT tax legislation.

   Main Activities:

   - Evaluating NWT legislation relative to federal and provincial legislation and GNWT policy objectives; and,

   - Suggesting changes to NWT legislation where appropriate.

4. Prepare multi-year taxation forecasts for the Government of the Northwest Territories that are used to advise the Minister on appropriate tax policies.

   Main Activities:

   - Developing and maintaining models to forecast GNWT tax revenues;

   - Updating and analysing the forecasts as new data becomes available

- Collecting and analysing data used in the models; and,

- Performing reconciliations of income tax revenues.

5. Participate in research projects dealing with taxation and economic issues as required.

Main Activities:

- Remain familiar with other economic, fiscal and tax policy issues in which the Fiscal Policy Division is involved;

- Liase with officials of the federal government and provincial governments on tax related issues; and,

- Provide recommendations for the Minister of Finance, Cabinet and senior management based on empirical research and analysis of the NWT economy.

KNOWLEDGE, SKILLS AND ABILITIES

- Seasoned knowledge of taxation theory;
- Strong analytical and computer skills with a specialized technical knowledge of taxation policy modelling and analysis;
- Experience in applied and theoretical taxation policy;
- Knowledge of forecasts and data sources for use in forecasting tax revenues;
- Knowledge of federal-provincial fiscal relations including federal-provincial taxation policies;
- Effective communication skills to understand and address issues with other organizations relating to GNWT taxation policies;
- An understanding of accounting principles and the ability to develop and review reconciliations of complex revenue calculations;
- Knowledge of broad GNWT issues, challenges and directions in order to provide advice to maximize GNWT revenues while minimizing the tax burden on NWT residents;
- The incumbent must possess strong organization and time management skills. The ability to work in an unstructured environment with limited supervision is required, since the incumbent must be able to work on a variety of projects within the same time period and must be able to schedule the time to accommodate new and changing priorities;
- The incumbent is expected to work both as a team member and independently with minimal supervision. Therefore, the incumbent should be self-motivated, confident and have good interpersonal skills; and,

- The incumbent must have the ability to communicate effectively with staff of other divisions of NWT Finance, other GNWT officials, representatives of business and other organizations, officials from other provinces, federal officials, academics and consultants.

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

A Masters degree in Economics and at least two years in the field of public finance or policy analysis. This includes knowledge of both economic theory and policy and familiarity with taxation theory with specialized skills in taxation policy analysis and computer-based modelling.

WORKING CONDITIONS

Physical Demands
Long hours sitting at a computer required on a daily basis.

Environmental Conditions
The position is in an office setting where there are no unusual physical demands. Occasional travel may be required.

Sensory Demands
Requires the ability to listen, analyse information and interpret technical instructions and information.

Mental Demands
Requires listening and analysing information related to highly complex technical work. Ability to remember and synthesize information and instructions. The incumbent will be involved in several projects in same period with strict deadlines and requires the ability to work under pressure.