



## IDENTIFICATION

| <i>Position Number</i>                             | <i>Position Title</i>               |                 |
|----------------------------------------------------|-------------------------------------|-----------------|
| 18-10848                                           | Intergovernmental Relations Analyst |                 |
| <i>Department</i>                                  | <i>Division/Region</i>              | <i>Location</i> |
| Aboriginal Affairs and Intergovernmental Relations | Intergovernmental Relations         | Yellowknife     |

## PURPOSE OF THE POSITION

Reporting to the Assistant Deputy Minister, the incumbent: provides analysis and broad policy and strategic advice on national policies and initiatives and GNWT priorities, strategies and initiatives; undertakes research to support the operations of the Division in managing the Northwest Territories' relationships with the federal, provincial, territorial, Aboriginal (FPTA) and international governments; and establishing, maintaining and coordinating official contacts between the GNWT and federal, provincial, territorial, Aboriginal and international governments (in particular circumpolar nations) and, where appropriate, non-government organizations in all matters of intergovernmental significance.

This incumbent may also be called upon to provide advice, guidance and assistance to other GNWT Departments including central agencies, crown corporations, and non-government organizations.

## SCOPE

The Department's mandate is to protect, develop and promote the interests of the territorial government and the residents of the Northwest Territories in the negotiation and implementation of land, resource and self-government agreements that address Aboriginal rights in the Northwest Territories; participate in the political and constitutional development of the Northwest Territories; and ensure that mutually respectful intergovernmental relations between the territorial government and Aboriginal, provincial, territorial, national and international governments are developed and maintained.

Located in Yellowknife, the incumbent provides advice directly to the Assistant Deputy Minister, the Deputy Minister of Aboriginal Affairs and Intergovernmental Relations and, where appropriate and necessary, the Premier, Ministers or the Secretary to Cabinet. The incumbent is also responsible for assisting senior government officials, including, where appropriate, Deputy Ministers, with coordinating the implementation of specific intergovernmental strategies.

The effective fulfillment of the Division's mandate requires close cooperation with divisions within the department, other GNWT departments, Aboriginal governments/organizations, provincial/territorial/federal governments, international governments, and, where appropriate, non-government organizations and interest groups. Positive and mutually beneficial intergovernmental relations contribute significantly to the advancement of government-wide priorities.

The Intergovernmental Relations Division (IGR) plays an active role in monitoring, advising, and participating with senior management in discussions of intergovernmental relations issues and opportunities that affect the NWT. The effective and coordinated representation of the GNWT, and thus the successful advancement of NWT interests in intergovernmental fora, depends greatly on the cooperation of all GNWT departments. This internal collaboration, along with ensuring support from other relevant governments, is a major goal of the position.

Intergovernmental Relations Analysts must carry out these responsibilities in a very dynamic and fast-paced environment, requiring the incumbent to have a comprehensive understanding of the various interests held by the FPTA parties as well as GNWT departmental interests.

## **DIMENSIONS**

This is one of six positions within the Intergovernmental Relations Division. Four Intergovernmental Relations Analysts, an Office Manager (Ottawa Office) and a Directors' Secretary.

## **RESPONSIBILITIES/ACCOUNTABILITIES**

**Advocate and advance NWT and GNWT interests and priorities through relations with other governments and parties outside the NWT.**

- Promote the NWT's interests in the development and implementation of national policies and programs by the Government of Canada and other international governments.
- Coordinate preparation all major FPT(A) conferences (i.e. First Ministers' Meetings) inter-provincial/territorial First Ministers conferences (i.e. Council of the Federation)

meetings and Western Premiers' Conference), meetings between the Premier and the Prime Minister, meetings with other Premiers, meetings with US Governors etc., and meetings with National and Northern Aboriginal Leaders.

- Preparation for such conferences and meetings includes responsibility for briefing the Premier and/or Ministers on issues of significance to the GNWT
- Participate directly in such meetings as part of the Premier's delegation and, in that capacity: establish recommended goals and strategies that maximize the opportunities presented at meetings; ensure that the GNWT position is communicated to other jurisdictions; and, negotiate first ministers' communiqués. Advice is provided to the GNWT delegation members and, where appropriate and necessary, directly to the Premier on those occasions.
- Preparation for conferences and meetings includes responsibility for the management and coordination of all logistical aspects of major F/P/T(A) conferences hosted by the GNWT (NWT- AB MOU meetings, Northern Premiers' Forum, Western Premiers' Conference).
- Promote and ensure that the NWT's interests are recognized and protected in the development of intergovernmental positions and policies. A major dimension of IGR's role is to ensure a consistent GNWT strategy and position is taken regarding the NWT's priorities for action in intergovernmental fora.
- Participate in teleconference calls and/or meetings and providing research/analytical support to the work of several provincial/territorial ad hoc committees that prepare for: Council of the Federation meetings, Western Premiers' Conferences, meetings between Western Premiers and Western Governors, meetings of Ministers Responsible for Aboriginal Affairs, key FPTA Ministers' and Deputy Ministers' meetings, as appropriate, bilateral Meetings with other FPTA and international government officials as appropriate.
- Effectively and diplomatically represent the NWT and the GNWT when attending intergovernmental meetings.
- Undertake specific assignments including: canvassing GNWT departments and/or other provincial/territorial governments for information; synthesizing information concisely; and, assisting in the preparation of briefing materials for meetings.
- Research and provide analysis on a variety of issues, with frequently changing priorities and timelines.
- Research and prepare position papers, reports, and briefing papers on intergovernmental issues.
- Assist in ensuring consistent implementation of the Premier's and Cabinet's direction on inter-governmental issues, negotiations and strategies across the GNWT.

- Establish, maintain and coordinate official contacts between the GNWT and Aboriginal, federal, provincial, territorial and international/circumpolar governments and non-government organizations.
- Ensure, insofar as is possible, that GNWT departmental officials have adequate and timely information on the implications for the territory of major national and regional trends, as well as of the policies and programs of the federal government and other provinces and territories.
- Ensure, insofar as is possible, that GNWT departmental officials are kept informed of the outcomes of key PFTA conferences and meetings.
- Assist, as required, in the vetting of reports, position papers, speaking points, etc. prepared by other GNWT departments on federal-provincial-territorial or intergovernmental issues for use by the Premier at major conferences.
- Draft and/or edit correspondence for the Minister of Aboriginal Affairs and Intergovernmental Relations (Premier), the Deputy Minister of Aboriginal Affairs and Intergovernmental Relations and the Assistant Deputy Minister of Intergovernmental Relations.

**Assist in the preparation of strategies to address territorial, national and international issues.**

- Assist in the development of strategic advice and positioning with respect to overall intergovernmental relations with other governments in Canada (federal, provincial, territorial), Aboriginal Governments/Organizations within the NWT and with international governments, in particular circumpolar nations.
- Assist in the development and subsequent implementation of a GNWT intergovernmental relations policy and a framework for GNWT-Aboriginal intergovernmental relations.
- Provide support, analysis, policy and strategic advice and contribute toward the strategic and coordinated planning of aboriginal - territorial, provincial-territorial, federal/provincial/territorial and provincial/territorial-international agendas.
- Provide advice to GNWT department policy advisors with respect to positions taken at intergovernmental meetings that their Ministers attend.
- Monitor local, national and international media sources and provide periodic reports to other departments on key events.
- Periodically develop environmental scans, which may assist departments in the development of strategic plans and government-wide initiatives.
- Provide advice to the Deputy Minister of Aboriginal Affairs and Intergovernmental Relations and Assistant Deputy Minister on the extent to which emerging

intergovernmental issues require a government-wide response.

- Assist GNWT departments with the development of strategic cross-departmental initiatives.
- Research and prepare position papers, reports, and briefing papers on intergovernmental issues.
- Assume project leadership, where appropriate, over GNWT government-wide and other intergovernmental relations initiatives.
- Assist in ensuring consistent implementation of the Premier's and Cabinet's direction on inter-governmental issues, negotiations and strategies across the GNWT.
- Provide advice and, where appropriate, negotiate federal-territorial, inter-provincial/territorial and/or other bilateral and multilateral agreements.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Must be knowledgeable about the national, provincial/territorial and domestic political environments and other governments' positions and policies and be capable of assessing possible implications for the NWT.

Must be able to apply this knowledge in a rapidly changing and challenging environment.

Must be creative, focused on offering solutions and work well in a team environment.

Must have an ability to analyze, evaluate and interpret a wide range of information including legislation, policies, provincial/territorial/federal and departmental initiatives, Cabinet and FMB direction, financial data, legislative proposals and strategic plans and apply it within the unique sociopolitical environment in the NWT.

Must have knowledge of project management and an ability to manage large and small projects from pre-planning to implementation and evaluation.

Must have superior verbal and written communication skills.

Must possess an ability to build and maintain a good working relationship with colleagues throughout the GNWT, and with partners of other governments and organizations.

Must have the ability to effectively represent the Department and its position accurately and professionally.

Must be knowledgeable about broad constitutional and legislative matters, particularly those applicable to the federation.

Must have knowledge of negotiating and be a strong communicator with diplomatic skills in order to calmly and assertively express and defend the views of the GNWT.

Must have strong strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.

Must have strong computer skills including the ability to work with a wide range of computer applications including word processing, spreadsheet and presentation software.

Must be able to work to deadlines and respond effectively to frequently changing deadlines.

Must be able to work in highly stressful situations.

Must be self-directed, display initiative and be creative. The incumbent is expected to work both as a team member and independently with minimal supervision.

These KSAs are typically obtained through a university degree in political science or a related field as well as a postgraduate degree, plus 3 – 5 years of progressive experience, preferably in government.

## **WORKING CONDITIONS**

Working Conditions identify the ***unusual and unavoidable***, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, sensory demands and mental demands.

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### **Physical Demands**

The incumbent works at a desk and is required to sit for long periods of time with frequent opportunity to move about as needed.

The incumbent is required to travel frequently (up to 1 week at a time) almost every month.

While traveling, the incumbent works in uncomfortable settings and often is required to work 16-hour days, including weekends.

### **Environmental Conditions**

The incumbent works in an open office environment, which has occasional light to moderate background noise.

### **Sensory Demands**

Visual and auditory senses are used the most to perform the duties of the position. Accuracy is crucial for this position particularly in drafting and proofreading documents such as Cabinet and FMB submissions.

### **Mental Demands**

First ministers' meetings/conferences are generally high stress situations during which the incumbent must maintain a high level of professionalism and requires intense concentration.

Competing demands around deadlines can lead to mental stress. There are certain maximum statutory time frames that dictate the overall schedule in which the incumbent must complete tasks.

The incumbent deals with Ministers and senior staff who may have divergent perspectives and demands. The incumbent is seen as the expert; resolutions / answers are required.

A high level of concentration and attention is essential. Work must be of the utmost level of accuracy. The scope of work can involve politically sensitive issues, and tight deadlines with a high degree of intensity.

These conditions can lead to mental and emotional fatigue and stress. Decisions often have long-range effects.

