



Government of  
Northwest Territories

**IDENTIFICATION**

Department	Position Title	
Municipal and Community Affairs	Strategic Planning Specialist	
Position Number(s)	Community	Division/Region(s)
NEW	Yellowknife	School of Community Government

**PURPOSE OF THE POSITION**

Reporting to the Director of the School of Community Government, the Strategic Planning Specialist provides strategic leadership, analysis of Community results and trends, expert advice, innovative approaches to assist community governments, and coaching and mentorship to other staff involved with community development. Varied and detailed recommendations on community government strategic planning activities include the development of a community-based strategic planning workshop model; development of community specific training materials; design, development and implementation a web-based tool for use in and by any of the interested and committed 33 NWT community governments and potentially use by 18 Aboriginal governments; the development of community, regional and territorial results reports. The incumbent will manage all strategic planning workshops in all communities and train others to take on a lead facilitation role. Although delivery is community-based, the position has a territorial-wide focus and impact with the review of trends, issues, barriers, needs and opportunities.

**SCOPE**

The Strategic Planning Specialist is located in Yellowknife but will be required to do significant travel into potentially 33 NWT communities for workshops and 18 Aboriginal governments. The Strategic Planning Specialist needs to be a leader, a champion who accomplishes results, visionary, and an independent starter who will engage others and will lead the strategic planning initiative while working closely with the Director, senior management, divisional staff and community leaders to determine and respond to community strategic needs. The incumbent operates within a budget of \$300,000 with spending authority of up to \$15,000.

## **RESPONSIBILITIES**

- 1. Research, design, develop, coordinate and implement a NWT strategic planning workshop model**
  - Research, analyze, report on, present options, and make recommendations on existing strategic planning models, and best practices for the NWT.
  - Determine and implement a community based strategic planning model.
  - Negotiate, coordinate, deliver and oversee approximately 15 community based strategic planning workshops per year.
  - Develop and implement a long term plan for workshops to up to 33 community governments and possibly 18 Aboriginal governments and First Nation governments.
- 2. Lead the design, development and use of northern strategic planning workshop curriculum and materials**
  - Design, develop, and produce curriculum and training materials and oversee use in delivery of community based strategic planning workshops.
  - To design, develop curriculum and resources so they can be and will be utilized with on-line, web-based deliveries.
  - Develop and/or oversee, presentations, on-line video resources, voice overs, briefing materials, for staff on the strategic planning and resources used to promote and deliver workshops and training and to report on strategic results.
- 3. Orientate, train up and mentor staff to deliver community based strategic planning workshops**
  - Orientate, train up and mentor internal staff identified community leaders and interested and identified others on the NWT strategic planning model and to effectively deliver workshops to NWT community governments.
  - Oversee, co-deliver, mentor, coach staff and evaluate on the delivery of community based strategic planning workshops.
  - Provide quality advise, assistance, guidance, and feedback on facilitation/instruction skills and to community governments on results.
- 4. Collaborate with community and aboriginal band governments, Aboriginal governance and all their councils and senior staff to develop, deliver, support and mentor strategic planning.**
  - Provide strategic leadership and expertise within the territorial structure by informing and promoting the value and potential outcomes of strategic planning and in formulating integrated community strategic plans and the huge potential for regional and Territorial plans.
  - Design, develop, manage and implement promotional strategies, tools and best practice documents to support community government strategic planning.
  - Provide expert advice and strategic direction on scheduling and customizing strategic planning workshops and follow-up support.

**5. Community Based Strategic Planning Tool**

- To analyze various Community Based Strategic Planning tools that can gather results of strategic planning exercises and produce required reports and make recommendations on preferred choice. The tool must be comprehensive but simple to use for all communities.
- To be fully competent in the use of the Strategic Planning Tool, to be able to train up others on its use and to trouble shoot when needed.
- To analyze all data input and results from community based strategic planning results to ensure it meets the needs of communities, regions and Territory.

**6. Provide expert advice and strategic analysis of community results to the Director, School of Community Government and Regional Superintendents**

- Complete correspondence, reports, briefing notes and promotions associated with strategic planning initiatives, community engagement and activity, and results.
- Prepare materials and briefs and make presentations to inter and intra Department staff, partners, various public governments and Senior GNWT managers.
- Make recommendations on long term planning and engagement with all NWT community governments (52 plus).

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to research, organize, analyze, synthesize and evaluate complex information into a variety of formats to respond to community strategic planning needs and customization of workshop delivery.
- Thorough understanding and expertise of strategic planning models.
- Thorough understanding and experience with adult learning processes and potential challenges in delivering strategic planning workshops to NWT communities.
- Proven ability to draft clear and detailed briefing notes, research papers, discussion papers, curriculum, evaluation documents, and required reports.
- Knowledge of marketing, promotional and educational processes to develop and implement campaigns.
- Proven time management skills to manage multiple levels of development within tight time frames.
- Ability to work effectively with diversity in order to lead strategic planning initiatives with community and aboriginal governments and partners.
- Awareness and experiences in working with various cultural groups and educational level.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands

**Environmental Conditions**

No unusual demands

### **Sensory Demands**

The incumbent is required to pay close attention to detail when reading and writing. Particular care is required to listen to, hear and understand what people with various language orientations and education and literacy levels are saying and to ensure that people of various cultural backgrounds are fully engaged and their contribution noted in the development process activities.

### **Mental Demands**

Tension may be created while working with groups toward agreement of priorities, goals, actions and values during the strategic planning process.

Travel to remote communities up to 10 – 15 times per year with visits being 3 – 5 days in length presenting significant time away from both work and family.

### **Typically, the above qualifications would be attained by:**

This level of knowledge and skills is normally acquired through a degree in organizational design or social sciences, strategic planning training and/or certification with at least 5 years of strategic planning training and workshop delivery, curriculum development and leadership in aboriginal communities.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security (check one)**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

#### **French language (check one)**

- French required
- French preferred
- v French not required