

## **IDENTIFICATION**

<b><i>Department</i></b>	<b><i>Position Title</i></b>	
Education, Culture and Employment	Manager of Policy	
<b><i>Position Number</i></b>	<b><i>Community</i></b>	<b><i>Division/Region</i></b>
71-14611	Yellowknife	Policy, Legislation and Communications

## **PURPOSE OF THE POSITION**

The Manager of Policy is responsible for the management and coordination of the policy functions of the Policy, Legislation and Communications Division. As a result, this position is responsible for the development, coordination, review, and provision of strategic advice to the Minister and senior management on all policy initiatives relevant to the mandate of the Department.

This includes the management and coordination of all departmental Cabinet and Legislative Assembly documents, policies and directives, and materials for the Standing Committees of the Legislative Assembly.

The position also manages and coordinates the Department's cross-functional, inter-departmental, and intergovernmental activities, including the provision of internal legal, legislative and policy support; the Department's contributions to and participation in Federal / Provincial / Territorial / Aboriginal government forums and initiatives; and the Department's role in the negotiation and implementation of Aboriginal land, resources and self-government agreements.

## **SCOPE**

This challenging leadership position is located in Yellowknife, and reports the Director of Policy, Legislation and Communications. The incumbent regularly works with, and provides support to, staff and senior managers across the Department in headquarters and the regions, and provides strategic advice and recommendations to Directors,

Assistant Deputy Ministers, the Deputy Minister, and the Minister.

The Manager of Policy provides services and advice that impact the operations of the entire Department, other GNWT departments, central agencies, NWT education authorities, and the general public. This position regularly liaises with key representatives from other departments, particularly the Department of the Executive and Department of Justice on matters relating to policy development, and the Department of Aboriginal Affairs and Intergovernmental Relations on matters relating to Aboriginal rights and intergovernmental activities. Sound knowledge of GNWT priorities, policy and legislative requirements, as well as sensitivity to inter-departmental and inter-governmental relationships, is essential. The incumbent regularly works independently and with little direct supervision.

The nature of the responsibilities of this position means that the majority of the incumbent's time is spent working to provide support and expert advice directly to the Minister. The incumbent will regularly brief the Minister on the Department's numerous Executive Council submissions, Session preparation and follow-up commitments for other Members, briefings for Cabinet and Standing Committees of the Legislative Assembly, the Minister's participation in intergovernmental meetings and forums, and the Department's positions and activities relating to Aboriginal land, resource and self-government negotiations.

The incumbent uses modern public sector human resource management skills and approaches to manage the three indeterminate positions that report directly to the Manager of Policy and Legislation:

- 3 Senior Policy Advisors

The incumbent manages a budget of approximately \$1,000,000 annually.

## **RESPONSIBILITIES**

1. **Manage and coordinate the development and review of policy proposals and other governing instruments and provide direct support to the Minister on all policy activities of the Department.**

### **Main Activities:**

- Provides expert strategic advice to the Director, Senior Management and the Minister on all existing and new policy initiatives of the Department.
- Manages the researching, drafting and implementation of new/revised policy.
- Leads, participates and/or coordinates evaluation teams on departmental policy review projects.
- Assesses departmental submissions to ensure they are consistent with the overall priorities, goals and objectives of the GNWT.

- Formulates principles and setting objectives with respect to desired policy results.
- Provides advice and assistance to departmental program managers in identifying and evaluating policy options.
- Provides substantiation of policy proposals to Executive Council and central agencies.
- Coordinates responses to major reports that provide direction to the Department.
- Supervises preparation of major presentations by the Deputy Minister and Minister on policy related initiatives.
- Coordinates the review and evaluation of existing policies.
- Reviews draft policy initiatives to ensure consistency with Departmental strategic direction and makes appropriate consideration of the legal, political, and financial issues as well as stakeholder concerns.
- Coordinates consultation with GNWT departments regarding policy proposals.
- Coordinates, arranges, and participates in necessary public and interdepartmental consultation on Departmental policy initiatives.
- Coordinates the development of the Department's position on government-wide initiatives and the initiatives of other departments.
- Provides expert advice on the policy development processes.
- Advises on other Departmental and GNWT initiatives as requested in order to coordinate with and obtain information on other related departmental and GNWT projects.

**2. Manage and coordinate, and provide direct support to the Minister on, the Department's Executive Council submissions and follow-up.**

**Main Activities:**

- Provides direct support and advice to the Minister on the Department's Executive Council submissions.
- Provides regular briefings to the Minister on the Department's Executive Council submissions.
- Manages the Department's Executive Council agenda and activities.
- Works directly with staff and Senior Management to develop and review all Executive Council submissions.
- Manages the tracking of Departmental and Ministerial commitments made to Executive Council and ensures appropriate and timely follow-up is carried out.
- Manages the preparation of comprehensive briefing materials for the Deputy Minister and Minister on all proposed Executive Council submissions.
- Regularly collaborates and consults with central agencies such as the Cabinet Secretariat, Financial Management Board Secretariat and the Legislative Coordinator in the development of Executive Council submissions.

**3. Manage and coordinate, and provide direct support to the Minister on, the preparation of Legislative Assembly briefing materials, monitoring and follow-up for all Departmental and Ministerial commitments.**

**Main Activities:**

- Provides direct support and advice to the Minister on the Minister's participation in the Legislative Assembly, including preparation, responses, and fulfilling follow-up obligations.
- Provides regular briefings to the Minister in preparation for Sessions of the Legislative Assembly.
- Identifies issues for briefing materials and advising the Minister and Deputy Minister on issues likely to arise during Legislative Assembly Sessions.
- Works directly with Senior Management to develop, review, and edit briefing materials for provision of expert advice directly to the Minister.
- Ensures accuracy, consistency and currency of all briefing materials for the Minister.
- Ensures timely submission of additional briefing materials as required.
- Ensures all sessions of the Legislative Assembly are effectively monitored and all Departmental and Ministerial commitments are recorded and responded to.
- Works with staff and Senior Management across the Department to develop, review and edit all Ministerial responses to meet commitments made in the Legislative Assembly.

**4. Provide direct support to the Minister on, and manage and co-ordinate, the Department's Aboriginal rights activities and responsibilities.**

**Main Activities:**

- Provides expert support and advice to the Minister and senior management on departmental issues pertaining to Aboriginal rights, including Aboriginal consultation and Aboriginal and treaty rights as they relate to the mandate of the Department.
- Develop departmental positions on Aboriginal land, resource and self-government issues.
- Leads the Department's work to develop and revise the GNWT's land, resources, and self-government negotiating mandates and positions that relate to the work of the Department.
- Represents the Department and GNWT at Aboriginal land, resources and self-government agreement negotiating sessions.
- Ensures consistency of negotiating positions across Aboriginal rights negotiating tables, and between subject areas relating to the Department.
- Ensures all positions comply with departmental policies and legislation.
- Represents the Department and GNWT at Aboriginal land, resources and self-government implementation negotiations.

- Manages and coordinates the Department's work to implement the aspects of completed land, resources and self-government agreements that relate to the work of the Department.
- Manages and coordinates the regular monitoring and reporting of the Aboriginal rights agreement implementation activities of the Department.
- Manages and coordinates the Department's Aboriginal consultation and accommodation activities, including participation in departmental consultations with Aboriginal Governments and Organizations.

**5. Provide direct support to the Minister on, and manage and co-ordinate the Department's Federal / Provincial / Territorial / Aboriginal inter-governmental activities and responsibilities.**

**Main Activities:**

- Provides expert support and advice to the Minister and senior management on departmental issues pertaining to Federal / Provincial / Territorial / Aboriginal inter-governmental relations.
- Reviews, evaluates and maintains currency on various issues related to territorial departments and agencies.
- Co-ordinates and monitors positions taken at the various F/P/T/A tables by the Minister and departmental representatives and ensures positions are consistent with government policies.
- Reviews and monitors intergovernmental arrangements, that are pertinent to the effective management and program development within the department.
- Communicates positions and developments at the national, federal and provincial level to Senior Management.
- Provides research, analysis, and recommendations on key issues impacting the department or the GNWT.
- Reviews and assesses material and advice developed for the Minister for F/P/T/A meetings.
- Provides direct support and advice to the Minister on Western Premiers', Annual Premiers' and First Ministers' Conferences and bilateral meetings with Aboriginal governments.
- Liaises with other departments to ensure a consistent, government-wide response to multi-sectoral issues.
- Negotiates with other jurisdictions regarding development of positions and communiqués for Ministers and Deputy Ministers.
- Represents the Department and GNWT on various F/P/T/A committees.

**6. Manage the human and financial resources of the Policy function of the Division to meet divisional and departmental objectives.**

**Main Activities:**

- Completes human resource activities and responsibilities for the Policy function of the Division.
- Works with the Director in the hiring of staff for the Policy function of the Division.
- Actively manages and supervises all direct reports, including assigning work to staff, assessing performance, and imposing discipline when required.
- Manages the budget for the Policy function of the Division.
- Ensures staff have access to necessary resources, supplies, equipment and information.
- Informs staff about governmental, departmental and divisional priorities and human resources developments.
- Develops and implements annual work plans which establish short and long term objectives for the unit.
- Identifies training requirements and opportunities for staff.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Written communication skills to ensure the development of policy, Executive Council submissions, and briefing materials that are clear and concise and convey complex information and detailed recommendations.
- Verbal communication skills to effectively communicate with a wide variety of audiences, including Senior Managers and Ministers on complex subjects, and to engage in delicate negotiations with internal and external parties.
- Ability to develop and express ideas, concepts and recommendations in a clear and concise manner using appropriate verbal, written and graphic means.
- Analytic and problem solving skills to synthesize complex information, identify cross-divisional and departmental linkages, and assess risk and opportunity.
- Highly developed political sensitivity, self-confidence, tact and diplomacy skills.
- Ability to work independently and to manage a workload that includes multiple assignments with potentially conflicting and changing priorities.
- Management skills to lead, plan, organize, coordinate and complete complex and concurrent projects independently or in teams within time and resource constraints while monitoring progress and evaluating results.
- Exceptional organizational and time management skills and knowledge of project management concepts and practices.
- Ability to effectively supervise staff and create a productive team environment.
- Knowledge of the legal and policy framework within the NWT and Canada.
- Knowledge of government policy development and processes.
- Ability to operate a personal computer with a high degree of proficiency as well as to use word processing, database, and spreadsheet software.
- Knowledge of, and experience with, federal / provincial/territorial/Aboriginal government relations.
- Knowledge of, and experience with, Aboriginal land, resources and self-government rights.

## **TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:**

- Completion of an undergraduate degree (e.g. Bachelor's) and completion of either a graduate degree (e.g. Master's) or a degree program in law (e.g. LLB or JD). At least one of the completed degrees must be in the social sciences, humanities, education, law, or a related field.
- A minimum of 5 years of progressive experience, including at least 2 years working in either policy, Aboriginal rights, or intergovernmental relations.
- A minimum of 1 year of experience in a direct supervisory role.

## **WORKING CONDITIONS**

### **Physical Demands**

Generally minimal; however, during extended meetings, negotiation sessions, or sessions of the Legislative Assembly and Standing Committees, the incumbent is subject to physical fatigue caused by long or extended hours.

### **Environmental Conditions**

No unusual environmental conditions.

### **Sensory Demands**

Sensory demands include high concentration to capture important subtleties during difficult and often emotionally charged meetings. Sensory demands are for frequent periods of short duration.

### **Mental Demands**

The incumbent is subject to high levels of stress related to multi-tasking and working to tight deadlines in a setting where there are frequently changing priorities, conflicting interests and differing perspectives. The incumbent is also subject to high levels of stress when collaborating with senior officials. Mental demands are for frequent periods of short duration.

## **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

