



## IDENTIFICATION

Department	Position Title	
Justice	Manager, Policy and Planning	
Position Number(s)	Community(s)	Division/Region(s)
82-8278	Yellowknife	Policy and Planning

## PURPOSE OF THE POSITION

The position provides expert-level policy advice and support to the Minister, Directorate and other divisions within the Department of Justice. The position also manages the Policy & Planning Unit, which oversees the corporate functions of intergovernmental affairs, policy and legislation analysis and development, and business and strategic planning.

## SCOPE

The Department is responsible for a legislative and policy framework that is broad and complex, including over 80 pieces of territorial legislation relating to the functions of Attorney General and Solicitor General. The incumbent will need to be familiar with this legal framework, as well as federal legislation, to play a leadership role in the review and development of legislation, regulations and policy that are consistent with the overall vision and direction of the GNWT.

Reporting to the Director of Policy, Planning & Communications, the incumbent provides expert advice and support to the Minister's office, Deputy Minister, Assistant Deputy Ministers, Directors and Department staff. In that role, the incumbent develops and assesses plans, policies, reports, memoranda and Cabinet documents, and provides advice on policy issues to senior management and the Minister. In performing this role, the incumbent monitors and evaluates the political environment and national / territorial trends, issues and initiatives. The position requires the incumbent to exercise discretion in balancing priorities, dealing with sensitive socio-political issues, and working with a wide variety of staff, agencies and stakeholders. Discretion is also required in recommending appropriate courses of action for matters as they arise.

The incumbent also manages the corporate responsibilities of the Policy & Planning Unit, including the supervision and staff development of three policy positions. There are three positions reporting directly to the Manager of Policy & Planning: two senior policy analysts and one policy analyst.

## RESPONSIBILITIES

- 1. Provide expert policy advice in areas of legislation and policy development, and coordinate, develop, deliver and monitor departmental or interdepartmental strategies or special projects.**
  - Identify, develop and implement new legislation, various policy instruments and programs consistent with policy trends and changing socio-political priorities of territorial and federal governments – this includes preparing legislative proposals and supporting

documents required throughout the legislative process; liaising with GNWT legislative and legal counsel and other departments and agencies; and developing and implementing consultation strategies;

- Monitor and evaluate existing legislation, policies and programs; and
- Prepare materials for Cabinet and the Financial Management Board.

**2. Support the development and implementation of inter-departmental or inter-jurisdictional policy, and participate in intergovernmental meetings and initiatives.**

- Research, develop and represent the Department's legislative, policy and broad program interests and positions with other departments, external organizations and governments;
- Assist senior management in the negotiation of federal/provincial/territorial agreements, policies or protocols on behalf of the Department; and
- Review and analyze reports, submissions and legislation from other jurisdictions, and identify NWT interests and impacts.

**3. Develop and provide strategic policy advice on documents prepared by (and for) the Legislative Assembly, as well as briefs, statements and correspondence for the Minister and Department Directorate.**

- Prepare and coordinate the development of briefing materials for Legislative Assembly activities and federal/provincial/territorial meetings and negotiations, including researching and developing departmental positions or policy statements;
- Develop responses to Legislative Assembly commitments as well as various correspondence directed to the Minister or Directorate; and
- Prepare presentations and supporting resources for Ministerial or Directorate level events, meetings and forums.

**4. Oversee corporate planning and evaluation activities for the Department.**

- Oversee the development of the Department's business plan and results report with department senior management;
- Contribute to broader GNWT strategic planning activities and reporting requirements;
- Oversee corporate evaluation activities and performance measurement development and implementation; and
- Oversee the Department's planning and reporting activities relating to resource development impacts on the Justice system.

**5. Manage the human and financial resources of the Policy & Planning Unit.**

- Ensure Unit staff have the necessary resources, supplies, equipment and information;
- Develop and implement annual work plans for the Unit, including short- and long-term objectives;
- Oversee the development and maintenance of business processes and records management associated with Unit responsibilities;
- Oversee financial administrative duties including contract administration (where appropriate) and management of Unit financial resources; and
- Complete human resource functions, including staffing, performance reviews, staff development/training and discipline, and coverage of functional areas.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Expert knowledge of policy development and analysis;
- Expert knowledge of government, including its legislative process and mechanisms, operations of Cabinet and the Legislative Assembly;
- Expert knowledge of northern legislation, programs, structures and issues;
- Knowledge of best practices in research, planning and evaluation, including performance measurement development and implementation;
- Ability to distinguish between legal, policy and political issues;
- Ability to work independently on complex matters, and lead and work effectively in teams;
- Ability to work effectively with a variety of people, frequently under stressful conditions;
- Ability to effectively supervise, mentor and manage staff;
- Excellent oral, written and electronic communications skills;
- Strong interpersonal and negotiation skills;
- Strong project management skills.

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

A degree in law or other relevant university degree, plus a minimum of six years experience in a policy, legislative or program setting, and two years experience managing and supervising staff.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual physical demands.

### **Environmental Conditions**

No unusual environmental conditions.

### **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.

### **Mental Demands**

Competing demands around deadlines can lead to mental stress. 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.

## **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

### **Official Language Considerations (check one)**

- ☒ Not required
- ☐ Bilingual required (state language): \_\_\_\_\_
- ☐ Bilingual preferred (state language): \_\_\_\_\_