



IDENTIFICATION

Department	Position Title	
Executive and Indigenous Affairs	Cabinet Policy Advisor	
Position Number	Community	Division/Region
11-11014	Yellowknife	Cabinet Secretariat/HQ

PURPOSE OF THE POSITION

The Cabinet Policy Advisor (Advisor) provides objective analysis, and broad policy and strategic advice on government-wide priorities, strategies and initiatives, policies and legislation directly to the Director Cabinet Secretariat; Deputy Secretary to Cabinet, Premier, Committees-of Cabinet, Executive Council (Cabinet) and, where appropriate, the Financial Management Board (FMB).

The Advisor also provides departments and senior managers across government with independent policy advice, including strategic advice on advancing the Government's mandate, assistance with the preparation of Cabinet submissions and the coordination of interdepartmental initiatives.

As part of the Cabinet Secretariat team, the Advisor also supports all aspects of Cabinet operations, including providing strategic advice on the development, implementation and coordination of a draft mandate, receiving and recording Ministerial submissions, facilitating Cabinet and Committees-of-Cabinet meetings, disseminating Cabinet direction and maintaining the security and integrity of the official Cabinet Record.

SCOPE

The Cabinet Policy Advisor reports to the Director, Cabinet Secretariat.

The position prepares objective, independent, central agency assessment of Ministerial signed submissions presented to Cabinet, critically assessing proposed actions and policies recommended by a Minister against established statutes, policies, business plans, the overall government agenda and environmental realities. Most importantly, the position presents an independent recommendation, to be read concurrently with the Minister's recommendation,

which may reflect, vary or oppose a Minister's recommendations. Through these assessments, the position can directly affect government policy, legislation and programs.

The position exercises considerable initiative and works independently in analyzing and compiling assessment reports and providing advice to Cabinet and client departments. The position determines appropriate methodologies for analyzing the problem and presents findings and recommendations in a concise summary.

The Advisor works with departments, boards and agencies to review and evaluate draft ministerial sponsored submissions seeking Cabinet direction. Internal contacts include ministerial staff, deputy ministers, and directors of policy, program staff, committees, and central agency colleagues (e.g., FMB, Department of Justice lawyers, etc.). The Advisor may also be required to brief Ministers and make presentations to Cabinet.

The Advisor provides advice, assistance and may lead the development on policy and planning issues, including research and policy analysis support for the Committees-of-Cabinet process. The Advisor supports the development, implementation, coordination and reporting on the government's mandate.

External contacts may include representatives of indigenous, territorial, provincial and federal governments, industry, special interest groups, researchers and the general public.

The Advisor has unrestricted access to both "confidential" and "secret" Cabinet records of the current and previous Cabinets. It is critical that Members of the current and future Cabinets are able to place a high degree of trust and confidence in the Advisor. It follows the need for consistent, creditable, dependable and uninterrupted services must be given the highest consideration.

RESPONSIBILITIES

1. Analyze ministerial submissions requiring Cabinet (and where appropriate, FMB) direction against statutes, policies, business plans, overall government priorities and environmental realities.

- Analyze departmental proposals to ensure accuracy/plausibility of information/projections presented and determine if desired outcomes will result if implemented.
- Evaluate options and provide feedback, advice and recommendations to departments, boards and agencies.
- Solicit input from other central agencies as required (e.g., legal opinions, financial analysis).
- Forecast political, economic, interdepartmental and social trends and how this impacts on proposed and current policies and programs.

2. Recommend to Cabinet (and FMB) support for, rejection of, or amendments to strategies, policies and actions proposed by Ministers.

- Prepare confidential Executive Council Assessment Reports to be distributed to Cabinet together with relevant Ministerial submissions.

- Present, independent of a Minister's recommendation, Cabinet Secretariat recommendations in a "motion ready" format consistent with established Cabinet and legislative conventions.
- 3. Provide advice and support to departments, boards and agencies with the preparation of Cabinet submissions and the coordination of Committee-of-Cabinet reviews and inter-departmental initiatives.**
- Provide support and strategic advice to interdepartmental Deputy Ministers' Committees and to Committees-of-Cabinet.
 - Review preliminary proposals and meet with departmental officials to provide advice and assistance in shaping draft Cabinet submissions being prepared for a Minister's consideration.
 - Share with departmental officials cross departmental and political concerns, as well as corporate history, which might have a direct bearing on the development of a Cabinet submission.
 - Participate as required, on inter-departmental steering committees to ensure an awareness and understanding of Cabinet direction and objectives, and to assist in the development of Cabinet proposals.
- 4. Communicate Cabinet direction to departments, boards and agencies and ensure senior managers are aware of the factors considered by Cabinet in reaching specific decisions.**
- Distribute to the relevant deputy ministers and policy directors the confidential Executive Council Assessment Reports prepared on their respective Minister's submission following the distribution of a complete Cabinet meeting package to Ministers.
 - Engage senior departmental officials as necessary to ensure their understanding of the central agencies' concerns as presented in the Assessment Report so that those officials might, if necessary, assist their Minister in defending his or her original proposal against the Assessment Report.
 - Advise deputy ministers and policy directors, following the Cabinet deliberations and within the limits imposed by Cabinet confidentially, not only of the Cabinet direction, but also the rationale for the issuance of that direction.
- 5. Assist in or lead the development of governing authorities (e.g. legislation and Cabinet policies), government-wide systems, special research or development projects, and negotiating positions having government-wide impact or strategic significance.**
- Conduct research, perform analysis and develop analytical reports and other materials to provide advice on strategic initiatives, legislation, Cabinet policies and other governing authorities.
 - Participate as required on interdepartmental or intergovernmental committees charged with the reviewing, developing and recommending of strategies, programs, and policy instruments.

- Identify and assess gaps in corporate policy or procedures and recommend solutions for senior management or Cabinet consideration.
- 6. Check compliance with Cabinet direction and preserve the integrity and preservation of the Cabinet record.**
- Monitor departmental policies, proposals, strategic plans, program descriptors, and public communications and identify any inconsistencies with Cabinet direction and conventions.
 - Registering original signed documents submitted by Ministers for Cabinet consideration.
 - Preparing for signature the official records of Cabinet including Cabinet Minutes, Cabinet Records of Decision, and Orders in Executive Council.
 - Ensuring the accurate and confidential communication of Cabinet decisions, current and historical, in accordance with Cabinet conventions.
 - Ensuring the indefinite retention, security and preservation of the official Cabinet Record.
- 7. Supporting the development, implementation, coordination and reporting on the government's mandate.**
- Support the development of the government's mandate to advance the priorities of the Legislative Assembly.
 - Develop measures for identifying progress on the mandate's goals and prepare updates to report progress as required.
 - Work with departments to ensure that updates on actions identified in the mandate are completed and accurately reflected in progress reports.
 - Work with departments to ensure the actions identified in the mandate are implemented including working with departments to ensure that business plans are in line with the direction contained in the government's mandate.
 - Develop materials in transition planning and updates to the mandate by subsequent Legislative Assemblies.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The position deals frequently with deadlines and competing priorities.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to analyze, interpret and critically assess information, including legislation, policies, Cabinet and FMB direction, financial data, legislative proposals and strategic plans.
- Ability to undertake research and prepare reports.
- Ability to analyze, interpret and forecast policy, program and economic trends; anticipate the implications of these changes and recommend what directions the government should take in order to meet objectives.
- Knowledge about the current political, economic, social and cultural aspects of the Northwest Territories and how government policy is developed.
- Extensive knowledge of various methods of finding information.
- Diplomatic skills necessary to propose and defend to Cabinet and FMB recommendations that might differ from, or directly contradict, recommendations offered by Ministers and departments.
- Negotiating skills and interpersonal skills necessary to maintain effective and lasting working relations with senior managers and staff from other departments in situations that are often high pressure and sometimes confrontational.
- Planning, organizational and superior writing and verbal communication skills.
- Proficiency in the use of computers and related software such as databases, spreadsheets, word processors, electronic communications, etc.
- Ability to work both as a team member and independently with minimal supervision.
- Must be self-directed and display initiative.

Typically, the above qualifications would be attained by:

A masters of arts or law degree and a minimum of four (4) years of policy work experience, or a Bachelor of Arts degree and six (6) years of policy work experience, including at least three years spent in the central agencies of a public government or the corporate offices of a program department. The candidate should also have comprehensive knowledge of territorial, national, social, economic and political issues, as well as a general knowledge of government policies, programs and financial and budgetary systems. Equivalencies will be considered.

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 if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
☐ French preferred

Indigenous Language:

☐ Required
☐ Preferred