



IDENTIFICATION

| Department | Position Title | |
|----------------------------------|---------------------------------------|-----------------------------|
| Executive and Indigenous Affairs | Director, Intergovernmental Relations | |
| Position Number | Community | Division/Region |
| 11-14492 | Yellowknife | Intergovernmental Relations |

PURPOSE OF THE POSITION

The Director of Intergovernmental Relations provides expert advice to the Deputy Secretary, Secretary to Cabinet and, where appropriate, the Premier and is part of the Department's Senior Management Committee. As necessary and appropriate, the Director may take direction from the Deputy Secretary Indigenous and Intergovernmental Affairs, Secretary to Cabinet, the Premier and Ministers on matters relating to intergovernmental relations.

The Director is responsible for the development of government-wide strategies to address provincial and/or other territorial, national and international intergovernmental relations; advocating GNWT interests and advancing GNWT priorities through relations with the federal, provincial, territorial, and international governments; establishing, maintaining and coordinating official contacts between the GNWT and federal, provincial, territorial and international governments (in particular circumpolar nations) and, where appropriate, non-government organizations, and supervising the activities of the Chief of Protocol. This position will also be called upon to provide advice, guidance and assistance to other GNWT Departments including central agencies and crown corporations.

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 Indigenous, provincial, territorial, national and international governments are developed and maintained.



Located in Yellowknife and reporting to the Deputy Secretary Indigenous and Intergovernmental Affairs, the Director, Intergovernmental Relations is accountable for coordinating, managing, and directing all government-wide intergovernmental relations with the federal, provincial, territorial and international governments, supervising the Chief of Protocol and protocol-related work of the GNWT and for liaising with other GNWT departments in the fulfillment of their mandate-specific intergovernmental relations.

The position assists senior government officials, including Deputy Ministers, with coordinating the implementation of specific intergovernmental strategies. Collaboration and a close working relationship with other GNWT Departments is critical to develop creative solutions and positions that are consistent with overall government policy and political direction. This internal collaboration, along with ensuring support from other relevant governments, is a major goal of the position.

The Director must deal with Political Offices and Organizations on a variety of matters. The Director establishes and maintains relations with the federal Privy Council Office and provincial/territorial ministries responsible for Intergovernmental Relations and national Indigenous organizations, manage and coordinate internal and interdepartmental projects and participates in ongoing strategic and business planning activities along with other members of the Senior Management Committee.

The position 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 parties at the Federal/Provincial/Territorial government (FPT) tables as well as GNWT departmental interests.

The Intergovernmental Relations Division plays an active role in monitoring, advising, and participating with senior management in discussion of intergovernmental relations issues and opportunities that affect the NWT.

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

The incumbent manages the human and financial resources of the Division and is responsible for a staff of six. The following positions report directly to the Director:



Four Intergovernmental Relations Analysts who provide objective analysis and broad policy and strategic advice on government wide priorities, strategies and initiatives and provide research and policy analysis support to the operations of the division in managing the GNWT's relationships with the federal government, provincial, territorial and international governments and/or non-government organizations in all matters of intergovernmental significance.

One Office Manager (Ottawa Office) who is responsible for providing research and analysis, and administrative services and support to the Intergovernmental Relations Division plus Ministers, MLAs and other GNWT officials traveling to the National Capital Region.

One Chief of Protocol provides protocol services and advice including for visits of dignitaries, supporting commemorations and managing flag protocols for the GNWT.

RESPONSIBILITIES

1. The Director is responsible for leading the development of strategic advice and positioning respecting overall intergovernmental relations with other governments in Canada (federal, provincial, territorial) and with international governments, in particular circumpolar nations.
2. The Director is responsible for leading the development and subsequent implementation of a GNWT intergovernmental relations policy.
3. The Director is responsible for sharing pertinent information with respect to intergovernmental relations and protocol with GNWT departments.
4. The Director is responsible for leading the preparation of briefings with respect to intergovernmental relations and protocol matters.
5. The Director is responsible for leading and coordinating the preparation respecting First Ministers' Meetings, inter-provincial/territorial First Ministers' conferences (i.e., Council of the Federation meetings, Western Premiers' Conference), meetings between the Premier and the Prime Minister (as appropriate), meetings with other Premiers, meetings with US Governors and, as required, meetings with National Indigenous leaders. In addition, the Director will attend, or ensure representation at, key preparatory officials' meetings and conference calls.
6. The Director is responsible for providing advice and, where appropriate, lead negotiations on federal-territorial, inter-provincial/territorial and/or other bilateral and multilateral agreements. The Director is also responsible for informal negotiations and



consultations/information-sharing with senior officials in other governments as it pertains to intergovernmental relations.

7. The Director is responsible for preparing correspondence for the Premier and other Ministers when directed to do so and reviewing and providing initial approval of all briefing materials prepared by the Intergovernmental Relations Division for the Premier, Ministers, Secretary to Cabinet and the Deputy Secretary.
8. The Director will generally attend federal-provincial/territorial meetings of Intergovernmental Relations Ministers and Deputy Ministers and intergovernmental relations meetings between the GNWT and Aboriginal governments.
9. The Director is responsible for managing the implementation of the Division's records management system.
10. The Director is responsible for managing the Division's financial and human resources.
11. The Director is responsible for constructive participation in the senior management team of the department and working collaboratively with all staff.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The position participates in complex negotiations and national events, and encounters competing demands around deadlines, including 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 are required. The scope of work involves politically sensitive issues, and decisions often have long-range effects.

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



KNOWLEDGE, SKILLS AND ABILITIES

- Must be extremely 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 extremely knowledgeable about the complex system of governance in the NWT and the NWT's economic, social, cultural environment.
- 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 and apply it within the unique sociopolitical environment in the NWT.
- Must have a seasoned knowledge of project management and an ability to manage large and small projects from pre-planning to implementation and evaluation.
- 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 have an ability to effectively lead and motivate staff in a cross-cultural setting.
- Must be able to create a positive team environment to ensure that the best possible advice is provided to First Ministers at First Ministers, Federal, Provincial and Indigenous meetings.
- Must have knowledge of financial and budget management techniques and an ability to manage the division's budget.
- Must be knowledgeable about broad constitutional and legislative matters, particularly those applicable to the Federation.
- Must be an experienced communicator with strong negotiation and 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 preparation.
- Must be able to work to deadlines and respond effectively to frequently changing deadlines.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A university degree in political science (or related area), plus 7 years of progressive experience, preferably in government, including at least 3 years of supervisory/management experience. Equivalent combinations of education and experience 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: Select language

- ☐ Required
- ☐ Preferred