



IDENTIFICATION

Department	Position Title	
Executive and Indigenous Affairs	Gender and Diversity Officer	
Position Number	Community	Division/Region
11-16545	Yellowknife	Indigenous and Intergovernmental Affairs/HQ

PURPOSE OF THE POSITION

The Gender and Diversity Officer provides research, analysis, and coordination support to the Gender and Diversity Analyst, Family Violence Coordinator, and Director of Gender Equity on Northwest Territories and national women's and gender issues and strategic initiatives for the whole of the Government of the Northwest Territories (GNWT).

The incumbent is responsible for ensuring that the GNWT's commitment to gender equality is reflected in budgets, policies and programs; coordinating cross-departmental action on gender issues, including gendered violence and advancing gender equality; serving as a point of contact within the GNWT for governmental and non-governmental organizations relating to women in leadership and gender equality; and, working to support the activities of the Minister Responsible for the Status of Women.

Under the direction of the Gender and Diversity Analyst, Family Violence Coordinator, and the general direction of the Director of Gender Equity, the incumbent is responsible for conducting research, analysis and coordinating internally with GNWT departments and externally facilitating meetings and partnerships with governmental and non-governmental organizations to ensure:

- The advancement and implementation of the GNWT Action Plan and the National Action Plan on Missing and Murdered Indigenous Women, Girls and Two-Spirit, lesbian, gay, bisexual, transgender, queer, questioning, intersex and asexual (2SLGBTQIA) people;
- Advocating for change in GNWT processes and policies as it relates to recommendations in the Final Report of the National Inquiry on Missing and Murdered Indigenous Women and Girls;
- The assessment, development and implementation of a Gender Based Violence National Action Plan;

- Collaboration with the Status of Women Council of the NWT and the Native Women's Association of the NWT to advance women in leadership; and,
- The implementation of gender and diversity analysis within government decision making processes, including legislation, policies and programs.

SCOPE

Located in Yellowknife and reporting to the Director of Gender Equity, the Gender and Diversity Officer provides research, analysis, and coordination support to the Gender and Diversity Analyst, Family Violence Coordinator and Director of Gender Equity.

The Gender Equity Division is a new unit within the Department which expands on the work of the Women's Advisory Office. The intent of the Division is to ensure that the GNWT's commitment to gender equality is reflected in budgets, policies and programs, as well as to coordinate cross-departmental action on gender issues, including gendered violence and advancing gender equality. The Gender Equity Division supports the Minister Responsible for the Status of Women within the NWT and nationally for promoting the political, social and economic equality of all women in the NWT.

The Gender and Diversity Officer provides research, analysis and coordination support on a wide range of activities relating to gender and diversity as well as government policies, legislation, programs and activities of interest to women.

The incumbent is responsible for assisting the Gender and Diversity Analyst, Family Violence Coordinator, and Director of Gender Equity in advancing women's equality issues both within and outside of the NWT and maintaining close contacts with women's groups and agencies and Federal/Provincial/Territorial Status of Women officials. This ensures women's equality issues are taken into consideration during government decision making and that the GNWT responds quickly and effectively to concerns raised by women's groups and agencies at the territorial and national level.

The incumbent is expected to provide GNWT departments with advice, guidance, and interpretation on Gender-based Analysis Plus (GBA+) in the development of strategic plans, frameworks and other initiatives that are either departmental specific or have broad cross-departmental implications. In addition, the incumbent is expected to assess new policy announcements made by the federal government that have the potential to impact gender equity in the NWT.

GBA+ is an analytical process used to assess how diverse groups of women, men and non-binary people may experience policies, programs and initiatives. The "plus" in GBA+ acknowledges that GBA goes beyond biological (sex) and socio-cultural (gender) differences. All people have multiple identity factors that intersect; GBA+ also considers many other identity factors, like race, ethnicity, religion, age, and mental or physical disability.

This position works with a Legislative and Policy framework and carries out its responsibilities in accordance with GNWT Acts, regulations, policies and departmental

procedures including the Status of Women Council Act and the Equality for Men & Women in the NWT Policy (11.18).

RESPONSIBILITIES

1. Under the direction of the Gender and Diversity Analyst, the Family Violence Coordinator, and the general direction of the Director of Gender Equity, the incumbent is responsible for:

- a. Assisting in the advancement of women and gender diversity in the NWT at Territorial and National interdepartmental meetings, conferences and working groups. This requires the incumbent to have regular contact with the Status of Women's Council of the NWT, Native Women's Association of the NWT, counterparts from other jurisdictions and public interest groups including non-government agencies. This also requires the incumbent to work closely with departments under the social envelope committee.
 - i. Supporting the integration of GBA+ through government decision making processes through:
 - ii. Capacity development and training in GBA+ across government, including developing, training and outreach to internal GNWT audiences on the importance of gender inclusive analysis and effective methods to integrate it throughout the GNWT.
 - iii. Conducting GBA+ on policy and program initiatives across the GNWT to ensure equitable outcomes; champions gender and diversity considerations through high quality analysis, education, and consensus building; manages the policy development process by coordinating and conducting policy research analysis, strategies, and effective responses to policy issues. This is accomplished through the development and drafting of Cabinet documents/submissions, and discussion/option papers that support government decision making process.
 - iv. Supporting the development of new or substantially revised gender-equitable programs including reviewing and assessing reports and studies on new programming approaches, developing program options, identifying problems and opportunities, developing and analyzing program design features and impacts, developing cost benefit analysis as well as cost sharing and recovery opportunities.
- b. Promoting and administering the Women's Initiatives Grant Program and the Gender Equity Grant Program to ensure timely approval and distribution of grant funding to community-based projects.
- c. Providing strategic advice, policy analysis, consultation and support to GNWT Departments in the establishment of objectives and strategies that promote and reinforce gender equality.
- d. Undertaking research projects and assignments including comparative analysis of programs, policies, and legislation; researches best practices and recent academic contributions examining how social, political and cultural forces influence equitable outcomes in public policy and programming. Conducts primary research where necessary using both qualitative and quantitative methodologies.
- e. Supporting the Gender and Diversity Analyst, Family Violence Coordinator and Director in the management of large and complex projects. Responsibilities may include coordinating research and background information, planning meetings,

discussions, briefings, coordinating steering committees and working groups, and developing, coordinating and undertaking internal and external consultations including managing and supervising external contracts and consultants as needed.

- f. Representing the strategic interests of the department and the GNWT in intergovernmental forums including participation in working groups and committees, analyzing the impacts of other government policies, actions and legislation on the department and making recommendations on intergovernmental issues to the Gender and Diversity Analyst, Family Violence Coordinator and Director of Gender Equity. This includes the preparation of presentations, briefing notes and binders, or other formal/informal briefings to inform, advise and support the Director of Gender Equity, Minister and Premier at FPT conferences or meetings.
- g. Represents departmental interests in interdepartmental and interagency forums including participation in meetings, ongoing committees, special working groups, councils and advisory groups as required. Develops strong working relationships with women's advisory groups and other equality seeking organizations and seeks input from diverse groups of NWT women.
- h. Provides support before and during NWT Legislative Assembly sessions including the preparation of briefing notes, briefing materials, speaking notes, and budget address, researching and compiling information for motions or other debates.

WORKING CONDITIONS

Physical Demands

The incumbent works at a desk and is required to sit for long periods of time with frequent opportunity to move about as needed.

The incumbent is required to travel a minimum of three to a maximum of five trips per year increasing stress level marginally.

Environmental Conditions

No unusual demands.

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 which are often prepared for the Minister Responsible.

Mental Demands

Competing demands around deadlines can lead to some degree of mental stress. There are certain maximum statutory time frames that dictate the overall schedule in which the incumbent must complete tasks.

The incumbent deals with senior staff that may have divergent perspectives and demands. The incumbent is seen as an expert; resolutions I answers are required.

The incumbent deals with representatives of non-government agencies that often have opposing opinions and very high demands. The Incumbent is seen as the expert in resolving these differences in a way that is respectful and accommodating while adhering to government policies and principles.

A high level of concentration and attention is essential. Work must be of the utmost level of accuracy. The scope of work can involve politically sensitive issues and tight deadlines with a high degree of confidentiality.

These conditions can lead to mental and emotional fatigue and stress. Decisions often have long-range effects.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong coordination, facilitation and interpersonal skills demonstrated in a variety of diverse cultural and community contexts.
- Demonstrated ability in project management and an ability to manage large and small projects from planning to implementation and evaluation.
- Demonstrated ability in building partnerships to achieve common objectives between non-governmental and Territorial, Provincial, federal, or Indigenous governments.
- Knowledge of programs and best practices that support and enhance the cultural, economic, political and social participation of women in society.
- Knowledge of GNWT budget and business planning processes and ability to analyze, evaluate and interpret a wide range of information including territorial and federal legislation and policies.
- An understanding of the Territorial and Federal programs, and the government and non-government organizations supporting Women and gender equality.
- Thorough knowledge and understanding on a wide range of contemporary issues affecting diverse groups of women, men and non-binary people in the north. An understanding of Gender-based Analysis Plus, and the ability to assess how groups of women, men, and gender diverse people may experience policies, programs and initiatives
- Thorough knowledge and understanding of women's equality issues Territorially, Nationally and Internationally
- Detailed knowledge of and ability to apply best practices in advancing women's equality issues in the GNWT.
- Ability to prepare and/or analyze, interpret and critically assess information, legislation, policies, provincial
- Superior verbal and written communication skills
- Strong computer skills including the ability to work with a wide range of computer applications including word processing, spreadsheet and presentation software.
- The ability to provide the Director of Gender Equity with expert and strategic advice on women's or gender equality issues.

- Demonstrated ability to work in a challenging environment that is representative of senior levels of Territorial and Federal Governments, non-government agencies and individual representing special interest groups.
- The ability to meet competing deadlines.

Typically, the above qualifications would be attained by:

A university degree in a related field with related work experience in government or a non-government agency that supports Indigenous and northern women. An equivalent combination of education and experience may also be considered. Ability to speak an NWT Indigenous language would be an asset.

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

CERTIFICATION

Title: Gender and Diversity Officer

Position Number: 12-New

<hr/> <p>Employee Signature</p> <hr/>	<hr/> <p>Supervisor Signature</p> <hr/>
<hr/> <p>Printed Name</p> <hr/>	<hr/> <p>Printed Name</p> <hr/>
<hr/> <p>Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<hr/> <p>Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<hr/> <p>Deputy Head/Delegate Signature</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	
<hr/> <p>Date</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.