



IDENTIFICATION

Department	Position Title	
Executive and Indigenous Affairs	Deputy Secretary to Cabinet	
Position Number	Community	Division/Region
11-4010	Yellowknife	Cabinet Support

PURPOSE OF THE POSITION

The Deputy Secretary to Cabinet ensures that decision items submitted for Executive Council (Cabinet) consideration are properly and objectively analyzed from a corporate perspective; that legal, financial, political and other relevant factors have been adequately addressed; that due process has been observed; and that all Cabinet decisions are appropriately documented and communicated. The Deputy Secretary has ultimate responsibility for maintaining the security and integrity of the official Cabinet Record; for facilitating official Cabinet meetings; and for upholding GNWT Cabinet conventions.

The Deputy Secretary to Cabinet is also responsible for upholding all the process conventions jointly established by Cabinet and the Standing Committee, including providing strategic advice to Cabinet on the development of a draft mandate, liaising with the Clerk of the Legislative Assembly on the priorities of the Assembly and draft mandate of the government, leading coordination across government on the monitoring and reporting of the implementation of the government's mandate, and leading the development of performance measures to report progress on the implementation of the mandate. Essential to this purpose is supporting the coordinated and effective implementation of the government's mandate by aligning government-wide priorities with the specific mandates/objectives of interdepartmental committees, including Committees-of-Cabinet, Deputy Ministers' Committees, and the interdepartmental Directors of Policy Committee.

The incumbent is expected to monitor and maintain a consistent approach to governance across the GNWT, particularly with respect to government organization, ministerial authorities, Cabinet operations and the transition between Assemblies.

The incumbent provides the Secretary to Cabinet, Premier, Premier's Office, and, as requested, the Financial Management Board (FMB), deputy ministers and senior managers across government with independent advice and analysis concerning, and assistance with, various issues not necessarily directly related to Cabinet processes. The incumbent is also expected, in the absence of the Secretary to Cabinet and as requested, to act as the Deputy Minister of the Executive and Indigenous Affairs, with respect to the operations of the Executive Council, the Secretary to Cabinet.

SCOPE

The position reports to the Secretary to Cabinet and Deputy Minister of the Executive and Indigenous Affairs.

Cabinet decisions directly affect government policy, legislation, the delivery of programs and, consequently, the public. The Deputy Secretary must be able to lead a team which critically assesses actions proposed by Ministers against established statutes, policies, business plans, overall government agenda and environmental realities.

The Deputy Secretary to Cabinet works closely with the Deputy Minister of the Executive and Indigenous Affairs/Secretary to Cabinet on the development and implementation of the government's mandate and strategic direction from the Premier and Cabinet and performs a number of senior level functions to help ensure the fulfillment of Cabinet's obligations. This involves working with GNWT senior management and departments, the Office of the Clerk, Caucus and committees of the Legislative Assembly, Committees-of-Cabinet, the Financial Management Board, external agencies or other governments to advance the interests of the Premier and Cabinet. This work is critical to ensuring the mandate of the government is implemented in a manner that is consistent and measured.

This work also includes developing tools to assess and measure progress, preparing periodic reports for Cabinet on the implementation of the mandate, coordinating the analysis and recommending updates of the mandate during any mid-term review, and coordinating transition planning.

The Deputy Secretary to Cabinet arranges Cabinet retreats and meetings of Committees-of-Cabinet.

As the last administrative checkpoint for most Cabinet decisions and the final source on GNWT Cabinet conventions and procedures, the Deputy Secretary to Cabinet is, at times, subject to considerable lobbying and pressures from other government officials.

External contacts include the NWT public and provincial/federal government departments and agencies.

DIMENSIONS

- Reporting Positions: 4 direct, 8 indirect

- Compensation & Benefits: \$2,041,000
- Operations & Maintenance: \$464,000

RESPONSIBILITIES

1. **Assess ministerial submissions requiring Cabinet (and where appropriate, FMB) direction against statutes, policies, business plans, overall government priorities and environmental realities and recommend to Cabinet (and FMB) support for, rejection of, or amendments to ministerial recommendations.**
 - Analyze ministerial 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. **Arrange and make preparations for official Cabinet meetings, including accepting receipt of ministerial submissions, drafting Cabinet agendas and distributing Cabinet packages. Prepare, maintain and ensure the security of the official Cabinet records including Cabinet minutes and Cabinet Records of Decision.**
3. **Communicate Cabinet direction to departments, boards and agencies and ensure senior managers are aware of the factors considered by Cabinet in reaching specific decisions.**
4. **Monitor compliance with Cabinet direction and other governing instruments related to legislation, policy, established priorities and program delivery.**
5. **Provide advice and support to departments, boards and agencies with the preparation of Cabinet submissions and the coordination of inter-departmental initiatives.**
6. **Leading and coordinating Cabinet's responsibilities under process conventions jointly established by Cabinet and the Standing Committees.**
 - Providing strategic advice and support to Cabinet on the development of a draft mandate
 - Working closely with the Secretary to Cabinet and departmental senior management on the development of a draft mandate and on implementation of the government's mandate
 - Monitoring the implementation of the government's mandate is effectively coordinated across government through its Committees-of-Cabinet, deputy ministers' committees, and cross-departmental planning

7. **Supporting the coordinated and effective implementation of the government's mandate by advising on the alignment of government-wide priorities with the specific mandates/objectives of Interdepartmental committees, legislative committees, and other governments or organizations.**
 - Providing support and strategic advice to Committees-of-Cabinet
 - Providing support and strategic advice to interdepartmental Deputy Ministers' Committees
 - Coordinating the development of agendas and leading the preparation of briefing materials and other information for retreats of Cabinet and deputy ministers
8. **Manage the human, financial and other resources necessary to the Cabinet Support operations.**

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

The incumbent spends significant time attending meetings, observing and interpreting nuances through the simultaneous use of hearing and sight.

Mental Demands

The incumbent is exposed to regularly recurring tight deadlines, competing political priorities, and occasional travel.

KNOWLEDGE, SKILLS AND ABILITIES

- Diplomatic skills necessary to propose and defend to Cabinet, FMB, Ministers and senior managers 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.

- 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; 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.
- Confidence to explain, defend and uphold GNWT Cabinet conventions, several of which are based on tradition and practice as opposed to prescriptive philosophies or specific records.
- Knowledge about the current political, economic, social and cultural aspects of the Northwest Territories and how government policy is developed. Must know about methods of finding information. Must be an expert on the federal/provincial/territorial political environment and be capable of assessing the Impacts of decisions on the territory at large.
- Planning, organizational and superior written and verbal communication skills.
- Proficiency in the use of information systems such as databases, spreadsheets, word processors, electronic communications, etc.
- Decision making and management skills necessary to manage the unit and, for short periods of time, in the Secretary to Cabinet's absence, the department.
- Must have the capacity to quickly understand and appreciate issues of a political nature that may affect the workings of Cabinet and the GNWT as they relate to the government's mandate.
- 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.
- Must have broad expertise on all fields of public administration and public policy.
- Must be able to work to deadlines and respond effectively to frequently changing deadlines.
- Must be able to work in highly stressful situations.

Typically, the above qualifications would be attained by:

The depth and breadth of knowledge required to undertake these tasks is most commonly acquired through completion of a post-graduate degree and eight years related experience, including at least five years spent as a senior manager in a federal, provincial, territorial government department. 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: Select Language

Required

Preferred