



IDENTIFICATION

Department	Position Title	
Finance	Information & Technology Strategy, Planning and Policy Analyst	
Position Number	Community	Division/Region
15-10027	Yellowknife	Governance, Planning and Security/HQ

PURPOSE OF THE POSITION

The purpose of the Information & Technology Strategy, Planning and Policy analyst position is to support departments on Information & Technology matters, including strategy creation, integrated planning, performance measurement, and architecture. The position also coordinates advocacy activities related to telecommunications regulatory matters as they pertain to the Canadian Radio-television Telecommunications Commission.

SCOPE

The Information & Technology (I&T) Strategy, Planning and Policy Analyst operates in Yellowknife and reports to the Manager, Strategy, Planning and Architecture in the Governance, Planning and Security Division of the Office of the Chief Information Office, in the Department of Finance.

The Analyst is responsible for updating the GNWT's I&T Strategy Framework, Integrated Planning Framework, I&T Policy Framework, and planning and coordinating the development and renewal of policy artifacts related to these frameworks.

The Analyst consults individually and collectively with the I&T Sector directors and managers to update the strategic actions and the 3-year I&T Strategic Plan. The Analyst coordinates the finalization of all new and updated strategic artifacts and socializes the updated strategic plan across the I&T Sector. The Analyst coordinates ownership of the strategic program initiatives and provides oversight and status reporting to the I&T Sector.

The Analyst is key to I&T strategic planning initiatives, overseeing interdisciplinary teams and ensuring the successful delivery of strategic projects. Responsibilities extend to integrated planning: bridging the gap between high-level systems objectives and department objectives.



The Analyst is instrumental in bringing multiple stakeholders including business, architecture, and delivery to the table for common understanding of business needs and technology solutions.

The Analyst leads the activities to maintain and refresh the I&T Policies and Standards strategic program in its rolling 5-year cycle. The Analyst updates the best practices related to policy instruments, conducts assessment at the OCIO Division and Unit levels to ascertain gaps, and works with the GCIO and I&T Directors to build the prioritized rolling 5-year Policies and Standards roadmap. The Analyst will coordinate and oversee resources contracted to write policy instruments. The Analyst maintains and exposes a GNWT-wide I&T policy instruments repository, managing the full life cycle for transparency and access across stakeholders. The Analyst guides stakeholders and, where necessary, facilitates the process to expedite emergency policy instrument creation.

The Analyst participates in Federal/Provincial/Territorial (FPT) groups related to I&T policy and telecommunications initiatives, and coordinates and investigates the development of cross government positions related to matters impacting the North.

The Analyst keeps stakeholders across GNWT informed on Canadian Radio-television Telecommunications Commission (CRTC) advocacy positions and decisions, as needed. The Analyst works closely with other government programs/staff in areas related to aspects of telecommunications regulation such as the Mackenzie Valley Fibre Link team the MACA 911 team, and the Technology Services Centre, to ensure corporate I&T policy direction is understood and considered in any/all GNWT positions and responses to the CRTC. In the telecommunications/broadband regulatory area, the Analyst works closely with technical CRTC consultants, other stakeholders (e.g., Internet Service Providers (ISPs) and Non-Government Organizations (NGOs), like the NWT Association of Communities, to represent the interest of the GNWT and Northerners in telecommunications regulatory matters.

RESPONSIBILITIES

1. The Analyst consults individually and collectively with the I&T Sector leaders to update the strategic actions and the 3-year I&T Strategic Plan.

- Lead strategic planning projects and initiatives, including development of new I&T strategic plans.
- Solicit feedback and inputs to strategic artifacts and communicate with impacted stakeholders in a feedback loop to socialize outputs to management and senior leadership.
- Manage and maintain strategic artifact repository and serve as the go-to person for communication and dissemination for strategy documents.
- Plan, coordinate, and take responsibility for all strategic workshops and the synthesis of all outputs.



- 2. The Analyst oversees the work of interdisciplinary teams and supports the successful delivery of strategic projects and is key to all I&T strategic planning and initiatives.**
 - Integrate I&T initiatives with strategic input into the I&T capital planning process.
 - Lead the development of planning and analysis tools, frameworks and products that help meet I&T Sector goals, support staff, and assist in delivery.
 - Lead the development of implementation, monitoring and reporting tools including performance measures and indicators to track planning progress.
 - Coordinate planning of strategic projects involving stakeholders of I&T Sector.
 - Engage with IMT Business Partners, I&T Sector, and Enterprise Architecture to ensure that solutions across GNWT are aligned.

- 3. The Analyst maintains the I&T Policy Framework and planning and coordinating the development and renewal of artifacts related to the framework.**
 - Identify policy gaps and needs, collaborating with others to assess, develop, and recommend policy options to decision-makers.
 - Act as an internal consultant providing strategic policy advice and information to ensure consistency regarding priorities for action around I&T policy implementation.
 - Communicate policy decisions and direction to departments, boards, and agencies.
 - Communicate results of positions taken at inter-jurisdictional meetings to departments that may have an interest or need to know.
 - Develop, socialize, and promote the use of standard policy artifact templates.
 - Monitor adoption of the IT Sector Policies and Standards Framework and recommend ways to ensure compliance with activities enumerated under the Plan, Design, Approve, Monitor, and consult phases of policy life cycle.
 - Provide advice and support to departments in the areas of standards, methodologies, procedures, guidelines, and policy interpretation.
 - Research and prepare briefing notes or information items that explain and interpret changes in the I&T Sector, industry directions and best practices, in order to anticipate and forecast the effect on I&T policy, strategies, technologies, and human resources.
 - Liaise, connect, and engage with other policy making groups, sharing the I&T Sector's policy development activities, and gather inputs that may refine existing I&T policies and processes.

- 4. The Analyst leads telecommunications regulatory impacting residents and businesses in the NWT.**
 - Coordinate the government's strategic and policy activities related to regulatory matters as they pertain to both the CRTC and the provision of telecommunications services in the North.



- Function as the GNWT's in-house subject matter expert and provides policy advice to management and other stakeholders across the government related to telecommunications advocacy.
- Work with contracted Telecom Regulatory Consultants, other GNWT groups and external stakeholders (e.g., ISPs, NGO's, Territorial Governments) to develop approaches, positions, and interrogatories which represent the interests of the GNWT and Northerners in general.
- Participate in hearing on CRTC proceedings of relevance to the GNWT, the NWT and Canada's North.
- Work collaboratively with FPT counterparts to develop a clear understanding of the pan-Canadian landscape with respect to broadband needs and advocacy efforts.

5. The Analyst provides I&T Sector governance support.

- Coordinate meeting packages, including agendas, presentations, and minutes for the Informatics Policy Council and the Business Transformation Committee.
- Record minutes at all governance committee meetings.
- Review all meetings materials and facilitate sign off by chair of the appropriate committee.
- Disseminate meeting packages prior to each meeting.
- Coordinate with Enterprise Architect and Project Managers to bring artifacts to the Architecture Review Board (ARB), while ensuring meetings are scheduled and ARB members have access to impending presentation materials.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and awareness of I&T issues facing government, the overall I&T environment and operating model and ability to facilitate alignment with the I&T Strategy.
- Knowledge of broadband environment in the North including links to economic development, issues and activities and the ability to analyze their impact on the North in the context of the evolving and converging telecommunications industry.
- Awareness of trends, issues and developments in the I&T and telecommunications environments.
- Knowledge of evaluation frameworks and approaches, and ability to conduct evaluation and assessment activities, typically for performance measurement.
- Understanding of the I&T strategy, and ability to positively communicate and act as a leader/catalyst in encouraging departments to adopt or adapt.
- Strategic thinking skills as this position deals with complex matters.
- Awareness of long, medium and short-term strategic implications. Able to identify and make recommendations on issues that do not have clear precedent within the NWT.
- Sound judgment, as well as a ability to research, analyze and synthesize multiple concepts and priorities are required.
- Ability to gather, assess, package, and communicate information for various audiences.
- Ability to synthesize complex topics into non-technical terms and present to senior management on their business implications.
- Diplomacy and tact in communications with stakeholders, some of which may take adversarial positions if GNWT's priorities or approach does not mesh with their interests.
- Able to obtain concurrence from varied groups with conflicting priorities, and viewpoints.
- Negotiating skills and exceptional interpersonal skills are necessary to develop and maintain effective and lasting working relationships with management and staff, in situations that are often problem-oriented or confrontational.
- Able to work both as a team member and independently with minimal supervision in a corporately focused policy and research environment.
- Research and analysis skills and able to interpret research findings, prepare strategic reports and anticipate the effect on GNWT I&T policy in a timely manner.
- Able to remain current about new developments, technologies, and approaches to I&T management across industry and government.
- Able to differentiate between hype and fact and provide recommendations about what relevance and impact an issue/emerging technology will have for the GNWT.
- 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 relevant degree with 3 years of relevant 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