



IDENTIFICATION

| Department | Position Title | |
|------------------------|---------------------------------------|---------------------------|
| Finance | Senior Human Resources Policy Analyst | |
| Position Number | Community | Division/Region |
| 15-1103 | Yellowknife | Strategic Human Resources |

PURPOSE OF THE POSITION

The Senior Human Resources Policy Analyst (Policy Analyst) leads in the development of new, and enhancement of existing human resources management policies and legislation, as well as the interpretation of existing policies and legislation. The Policy Analyst will also represent and explain Department positions at interdepartmental and inter-governmental meetings.

The Policy Analyst also provides objective analysis, research and senior-level advice to support the Department's human resource management goals. The incumbent will assist in identifying objectives, issues and options to support the Minister, Senior Management, and other Divisions/Regions within the Department of Finance.

SCOPE

The position is located in Yellowknife and reports to the Director, Strategic Human Resources.

The position provides policy development, analysis and advice on a broad range of human resource issues and has a significant impact on the quality and consistency of human resource management across the GNWT. The Policy Analyst is responsible for conducting extensive consultations with Department staff including other Government Departments and non-governmental organizations, as well as federal and provincial governments. When developing new or enhancing policies or legislation, the Policy Analyst is responsible for completing research, consulting stakeholder groups, preparing submissions on a broad range of policy and legislative initiatives, and advising the Director, Strategic Human Resources, and Department Senior Management. The incumbent has significant latitude in developing policy proposals, analyses and making recommendations, and ensuring policies and legislation reflect the changing needs of human resources and the vision of the Government.



The position plays a compliance role in a service-oriented Department; it assists the Department in complying with policies and legislation while ensuring service levels are maintained. The Policy Analyst must assist and persuade Finance staff and others in government of the value of policy change and to work in a highly consultative way to ensure endorsement and active support for human resource policies. This requires leadership and involvement in teams, some of which may involve staff from other departments, boards, agencies and across Government.

The Policy Analyst will also develop and maintain a good understanding of all human resources programs and services offered by the Department of Finance. The position is responsible for providing timely, accurate and appropriate responses, in order to support the Division in fulfilling its mandate and meeting overall goals and objectives.

This position is frequently required to develop or assess plans, policies, reports, and other decision-making documents for senior management. Much of the work of the Policy Analyst is managed on a project basis. Project management of human resource matters can require consultation with many individuals at different levels internally and GNWT-wide, require a significant amount of time to complete and must be completed within mandated time frames. As a result, the incumbent of the position must manage multiple projects and quickly reprioritize activities.

RESPONSIBILITIES

1. Provides core support for the development and revision of human resource legislation, regulations and policies.

- Undertakes human resources legislation, regulation and policy development and revision, including the research and analysis of issues, options and best practices.
- Evaluates the effectiveness of existing policies and legislation, determines the need for revision, and recommends changes to legislation, regulations and policies as required.
- Conducts best practices research, including environmental/inter-jurisdictional scans, policy review and evaluations to support or revise legislation, regulations and policies.
- Researches, reviews and compiles information from a variety of sources, including GNWT Departments, Boards and Agencies, non-governmental organizations and other jurisdictions.
- Evaluates the quality and reliability of research resources.
- Consults with stakeholders, including management staff and HR practitioners.
- Develops and manages complex and sensitive relationships with GNWT stakeholders in order to achieve positive outcomes.
- In consultation with quality assurance consultants, develops and implements evaluation mechanisms to assess effectiveness of policies and programs.
- Assists project teams in the conduct of program evaluation.



- Provides advice regarding evaluation frameworks to Department Senior Management.
 - Reviews requests for legal opinions and regulatory changes to ensure appropriateness and that the key legal issues needing to be addressed are clearly identified.
 - Provides advice to senior managers on the most appropriate governing instruments (e.g., legislation, regulation, policy, etc.) to fulfill the achievement of departmental objectives.
 - Monitors legislation and regulations to help ensure currency, relevance and consistency with Human Resources policies and best practices.
 - Monitors legislative and policy action taken by other jurisdictions.
 - Supports the preparation of resource material for use by practitioners, managers and employees, which explains and implements specific programs or policies (i.e. pamphlets, sample letter or other forms, mini-workshops).
 - Provides oversight on the maintenance of the Human Resource Manual
- 2. Provides expert advice on human resource policies and procedures to managers and Finance staff, which are consistent with existing legislation and policy, and the Department's strategic direction.**
- Provides strategic advice and objective analysis to senior management on human resource issues and initiatives.
 - Advises Department of Finance and other GNWT staff on human resource legislation, policy, procedures, strategies, techniques and sources.
 - Ensures close cooperation with colleagues and across Government in order to share knowledge and expertise, and to give guidance.
 - Responds to information requests related to policies.
 - Develops the introductory and core business text in the Departmental corporate business plan and results report, including preparing briefing binders and providing
 - advice on the integration of strategic planning documents such as long-term operational plans, results reporting, submission tracking.
 - Recommends action to address opportunities or challenges.
 - In cooperation with other Finance staff, provides support to departments/boards in implementing human resource policies and procedures.
 - Provides workshops and training on human resource policy and legislation to departments as required.
- 3. Represents the Department at intergovernmental and interdepartmental meetings.**
- Makes recommendations on departmental positions.
 - Contributes to creation of material to be presented, presents, and explains departmental positions.
 - Reports on discussions and makes recommendations for further action.
 - Reviews and comments on Federal/Provincial/Territorial documents.



4. Provides general policy support to the Division, Department and Senior Management as required.

- Prepares information items, decision or discussion papers, which includes conducting research, analysis or reviews, and advising program staff on the preparation of these items, as appropriate.
- Coordinates the preparation of briefing materials and other documents.
- Assists with the development and coordination of documents required by the Legislative Assembly, in conjunction with program managers.
- Provides support to Department of Finance Policy and Communications Unit for session, as required.
- Interprets existing policy and legislation.
- Participates in project teams and committees as assigned.

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

- Proven client service orientation.
- Proven ability to communicate, both orally and in writing, with senior managers, technical staff, and employees.
- Proven evaluation, analytical, and research skills.
- Proven organizational and time management skills with the ability to manage multiple assignments with potentially conflicting priorities.
- Proven consultative skills.
- Ability to lead and work effectively in teams.
- Knowledge of project management concepts and practices.
- Proven ability in policy, legislation, and regulation formulation.



- Proven knowledge of Acts, Regulations, and procedures applicable to human resource management.
- Proven understanding of the legislative process of the Legislative Assembly.
- Proven knowledge and understanding of human resource services within a unionized, public service context.
- Proven knowledge and understanding of the integral relationship between Federal and Territorial legislation and the impact of policy and legislation and the benefits and compensation, collective agreements, employee recruitment, retention and motivation, job evaluation and human resource planning in order to identify each element that may be affected by any changes to policies, legislation or procedures.
- Proven understanding of the GNWT's organization, environment, and business strategies with the ability to understand, recognize and/or anticipate concerns or problems that will ultimately affect the GNWT's ability to attract, retain and motivate employees.
- 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 Bachelor degree coupled with 3 years in a relevant field.

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