



IDENTIFICATION

Department	Position Title	
Finance	Economic Policy Analyst	
Position Number	Community	Division/Region
15-12521	Yellowknife	Fiscal Policy Division/HQ

PURPOSE OF THE POSITION

This position is responsible for providing research and analysis on matters relating to the NWT economy, modelling of economic and socio-economic outlooks, and monitoring other government's economic and fiscal initiatives.

Other responsibilities relate to advice provided to this and other departments on impact of GNWT fiscal initiatives and policies on the NWT economy and economic performance.

SCOPE

The Fiscal Policy Division is responsible for providing research, analysis, and recommendations on the fiscal policies of the government, monitoring economic conditions as they affect the government's fiscal policy; providing macroeconomic research and policy advice; providing analysis and advice on Canadian and NWT tax policies; monitoring and advising on intergovernmental fiscal relations, in particular, the formula financing arrangements with Canada; providing input into multi-year fiscal plans; and preparing the annual budget address. The Division also provides technical support for the Deputy Minister and the Minister of Finance in federal-provincial-territorial discussions, and represents the Government on intergovernmental Finance committees.

Within this environment, and reporting to the Director, Fiscal Policy, the Economic Policy Analyst provides analytical and research expertise to the Division in support of recommendations on the broad areas of economic analysis and policy. Work is normally assigned verbally or in writing by the Director, Fiscal Policy.

RESPONSIBILITIES

- 1. Model the impact of various development projects and policy choices on the NWT economy.**
 - Developing and maintaining models of the NWT economy.
 - Using these economic models to assess the likely incremental impacts of developments or policy choices.
 - Reporting on and analyzing the results of these assessments either verbally or in writing.
- 2. Conducts research, analysis and forecasts related to the NWT economy. Complete and accurate analysis is essential for fiscal planning purposes. Research related to it requires extensive analysis of many variables, and the use of analytical methods ranging from simple techniques to complex, specially developed approaches.**
 - Developing and maintaining a model for forecasting key economic indicators of the NWT economy.
 - Performing research relating to the NWT economy including collecting and analyzing data to monitor trends and determine the impact of various projects or development on the economy.
 - Providing evaluations of the effects of GNWT fiscal and tax policies on the NWT economy.
 - Providing advice on the effects of government initiatives on the NWT economy for the Minister of Finance, Cabinet and senior management.
 - Drafting briefings for senior management and the Minister on issues relating to the NWT economy and economic policy.
- 3. Conduct research and analysis on issues relating to intergovernmental economic issues.**
 - Evaluating the needs and data requirements and collecting and analyzing financial and economic data for meetings between federal and provincial/territorial officials.
 - Drafting briefings for senior management and the Minister on issues relating to intergovernmental fiscal and economic arrangements.
- 4. Collect and analyze data in order to portray the performance of the NWT economy.**
 - Evaluating the needs and data requirements for research.
 - Collecting data on the NWT and other economies.
- 5. Prepare multi-year economic forecasts for the Government of the Northwest Territories. These forecasts are used to advise the Minister on appropriate policies.**
 - Developing and maintaining a model to forecast the economy.
 - Collecting and analyzing data that goes into the model.
 - Updating and analyzing the forecasts as new data becomes available.
- 6. Participate in research projects dealing with fiscal and economic issues as required.**

- Remain familiar with other economic, fiscal and tax policy issues in which the Fiscal Policy Division is involved.
- Provide recommendations for the Minister of Finance, Cabinet and senior management on the
- NWT economy based on empirical research and analysis.

WORKING CONDITIONS

Physical Demands

The incumbent would typically attain the required knowledge and skills through a Master's Degree in Economics and at least two years' work experience in an economic policy environment with experience in computer-based economic modelling.

Environmental Conditions

The position is in an office setting where there are no unusual physical demands. Some travel may be required, but probably less than once a year.

Sensory Demands

Requires the ability to listen, analyze information and interpret technical instructions and information.

Mental Demands

Requires listening and analyzing information related to highly complex technical work. Ability to remember and synthesize information and instructions. The incumbent will be involved in several projects in same period with strict deadlines and requires the ability to work under pressure.

KNOWLEDGE, SKILLS AND ABILITIES

- The incumbent must have a broad knowledge of economic concepts and research techniques typically attained through a Masters degree in Economics and at least two years of related work experience. This includes knowledge of both economic theory and policy and familiarity with both quantitative and non-quantitative research methods since the position involves complex policy formulation and economic analysis. Experience in computer-based analysis and good knowledge of quantitative methods including econometric software, spreadsheets, word processing and communications is required to complete quantitative analysis is an asset as the incumbent will be required to build and maintain various economic models.
- The position requires strong written communication skills as the incumbent will be involved in writing reports, and drafting correspondence and briefings. The incumbent must possess strong organization and time management skills. The ability to work in an unstructured environment with limited supervision is required, since the incumbent must be able to work on a variety of projects within the same time period and must be able to schedule the time to accommodate new and changing priorities.

- The incumbent is expected to work both as a team member and independently with minimal supervision. Therefore, the incumbent should be self-motivated, confident and have the ability to communicate effectively with others.

Typically, the above qualifications would be attained by:

The incumbent would typically attain the required knowledge and skills through a Master's Degree in Economics and at least two years' work experience in an economic policy environment with experience in computer-based economic modelling.

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