



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Manager, Policy	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
15-13437	Yellowknife	Policy, Legislation and Communications/ HQ

## **PURPOSE OF THE POSITION**

The Manager, Policy is responsible for the development, coordination, review, and provision of strategic advice to the Ministers and senior management on all policy initiatives relevant to the mandate of the Department of Finance and the Department of Executive and Indigenous Affairs (Departments).

The incumbent provides the Departments with a detailed understanding of Government of the Northwest Territories (GNWT) policy and legislative processes in order to ensure policy, legislation and plans conform to Executive Council, Financial Management Board and departmental direction.

## **SCOPE**

The Manager, Policy (Manager) is located in Yellowknife and reports directly to the Director, Policy, Legislation and Communications (Director). The position provides services to the Departments in the areas of policy and legislation revision and initiation, program analysis review, strategic planning, as well as parliamentary and ministerial liaison.

The incumbent works with and provides support to staff and senior managers across the Departments, and provides strategic advice and recommendations to Directors, Regional Superintendents, Assistant Deputy Ministers, the Deputy Ministers, and the Ministers. This role contributes to departmental Cabinet and Legislative Assembly documents and materials for the Standing Committees of the Legislation Assembly.

The incumbent provides advice and coordinates responses regarding the varied policy issues that arise related to Departmental programs and services, and departmental activities in general. The incumbent must be able to develop policy solutions and approaches that further the strategic direction of the Departments' activities.



The Manager provides timely, strategic advice to the Departments senior management on a range of policy and strategic planning issues and initiatives impacting program delivery. This position liaises with key representatives from other departments on matters relating to policy development and strategic planning and reporting. Sound knowledge of GNWT priorities and policy requirements is essential.

The Manager participates in major government program initiatives such as self-government and collective bargaining. The incumbent must work closely with others in government and at times as the project lead, to develop strategies and approaches. This involves assisting in the development of policies and strategic initiatives, as well as conducting research and analysis to support these priorities.

## **RESPONSIBILITIES**

### **1. Manage and coordinate the development and review of legislative and policy proposals and other governing instruments.**

- Manage the researching, drafting and implementation of new/revised policy or legislative initiatives.
- Lead, participate in and/or coordinate policy evaluation teams on departmental policy review projects.
- Direct the development of routine policy changes in response to GNWT initiatives or changes in the departments mandated programs.
- Assess departmental submissions to ensure they are consistent with the overall priorities, goals, and objectives of the GNWT.
- Formulate principles and setting objectives with respect to desired policy results.
- Provide advice and assistance to departmental program managers in identifying and evaluating policy options.
- Provide substantiation of policy proposals to the Executive Council, Management Board Secretariat, and central agencies.
- Coordinate policy response to major reports that provide directions to the Department.
- Supervise preparation of major presentation or briefing materials required by the Deputy Ministers and Ministers on policy and strategic planning projects.
- Coordinate the review and evaluation of existing policies and legislation.
- Develop strategic approaches to dealing with current and emerging policy issues.
- Review draft policies to ensure consistency with departmental strategic direction, while appropriately considering the legal, political, and financial issues along with stakeholder concerns.
- Coordinate the review of policy proposals with GNWT departments.
- Contribute to creating an effective public consultation process consistent with case law and other legal obligations.



- Coordinate, arrange, and participate in necessary public and interdepartmental consultation on departmental policy initiatives.
  - Coordinate the development of the Department's position on government-wide initiatives and the initiatives of other departments.
  - Provide expert advice on the policy and legislative development processes.
  - Participate in other departmental and interdepartmental committees dealing with issues related to departmental policies and strategic initiatives, as appropriate.
  - Advise on other Departmental and GNWT initiatives as requested in order to coordinate with and obtain information on other related departmental and GNWT projects.
- 2. Provide timely, strategic advice to the Departments' senior management committee on major legislative and policy issues affecting the Departments and liaise with key representatives from other departments.**
- Gather critical information in order to provide expert advice and consultative services on all issues related to departmental policy and strategic planning initiatives.
  - Provide strategic policy advice to the Department's senior management on major current, new and emerging issues and develop critical positions and approaches.
  - Analyze and situate policy and strategic planning issues being addressed by senior management; assess and advise on steps that would contribute to the advancement or resolution of issues.
  - Liaise and consult with senior management and senior staff from other departments to obtain information, to seek advice and to initiate action on a wide range of policy and strategic planning issues.
- 3. Manage and coordinate Ministerial and Legislative Assembly support.**
- Manage and direct the monitoring of Cabinet, Financial Management Board (FMB) and session activities.
  - Coordinate submissions to Cabinet and FMB and ensure appropriate follow-up is carried out.
  - Develop and implement follow-up procedures to ensure coordinated action on Ministerial commitments.
  - Coordinate the preparation of comprehensive briefing materials for the Minister and Deputy Minister, including briefing material for sessions of the Legislative Assembly, Standing Committees and Cabinet and FMB meetings, as well as intergovernmental meetings.
  - Manage the tracking of Ministerial commitments in the Legislative Assembly, Standing Committees, Cabinet, FMB and other meetings as required.
  - Manage the preparation of, or prepares support materials for the Minister, including returns to questions, Ministerial statements, Information Items and Briefing Notes.



- Manage liaison with central agencies such as the Cabinet Secretariat, Management Board Secretariat and the Legislative Coordinator and act as the Department's point of contact for house planning matters.
- 4. Participate in the strategic planning activities of the Departments.**
- Coordinate the preparation of and provide input in the annual Business Plans.
  - Contribute to the development of strategic planning documents, including Executive Council and FMB submissions.
  - Participate in departmental planning efforts by facilitating the development of action or strategic plans.
- 5. Represent the Departments on interdepartmental working groups and meetings.**
- Participate in project teams and committees as assigned.
  - Make recommendations on departmental positions.
  - Present and explain departmental positions.
- 6. Manage the human and financial resources of the Policy Unit to meet divisional and departmental objectives.**
- Complete human resource activities and responsibilities for the Policy unit.
  - Works with the Director on the hiring of staff for the Policy function of the Division.
  - Actively manage and supervise all direct reports, including assigning work to staff, assessing performance, guiding, and mentoring and initiating discipline as and when required.
  - Manage the budget for the Policy unit.
  - Ensure staff have access to necessary resources, supplies, equipment, and information.
  - Inform staff about governmental, departmental, and divisional priorities and human resources developments.
  - Develop and implement annual work plans which establish short and long-term objectives for the unit.
  - Identify training requirements and opportunities for staff.
  - Report on discussions/negotiations and make recommendations for further action.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual conditions



### **Sensory Demands**

No unusual demands

### **Mental Demands**

This position is subject to high levels of stress related to multi-tasking, dealing with confidential and politically sensitive information, and working to tight deadlines on a daily basis.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of strategic planning, policy, and program development in a government structure.
- Knowledge of the policy framework within the Northwest Territories (NWT) and in other jurisdictions.
- Knowledge of northern institutions, corporations, government systems and communities.
- Ability to interact effectively with Federal and GNWT departments, Indigenous organizations, community organizations and various business communities.
- Knowledge of the theory and practice of public administration, political science, economics, socioeconomics, intergovernmental relations, demographics, and statistics, in order to provide specialized professional research, analysis and policy development.
- Knowledge of current events, political factors and issues of the day affecting the NWT.
- Analytical skills, and the ability to express ideas, negotiate and communicate effectively; the ability to analyze critically and suggest an appropriate means of action, sometimes in a short time frame.
- Organizational project management skills and the coordination and management of interdivisional working groups often involves diverse and competing interests requiring the incumbent to devise innovative, consensus-building solutions.
- Knowledge of computer software including word processing and Internet applications.
- Ability to develop, analyze and articulate various policy options aimed at increasing understanding, acceptance or resolution.
- Writing skills to convey information and recommendations when drafting policy, analyses, and position papers.
- Verbal skills to communicate in a variety of settings, negotiate positions and exchange information.
- Ability to develop and express analyses, ideas, concepts, judgments and recommendations to professionals and lay people in a clear and concise manner using appropriate verbal, written and graphic means.
- Management skills to lead, plan, organize, coordinate and complete complex and concurrent projects independently or in teams within time and resource constraints while monitoring progress and evaluating results.
- Ability to work independently and to manage a workload that includes multiple assignments with potentially conflicting and changing priorities.



- Ability to achieve results within a complex regulatory and political setting.
- Ability to build and sustain relationships with stakeholders, lead teams and supervise subordinate staff effectively.
- Ability to effectively manage and motivate a diverse range of professionals.
- 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 university degree in a relevant field with (5) five years of relevant experience, including one (1) year of supervisory experience or experience leading a team.

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 record 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