



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Policy Analyst	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
15-14077	Yellowknife	Policy, Legislation and Communications/ HQ

## **PURPOSE OF THE POSITION**

The Policy Analyst is responsible for assisting with developing, producing, and maintaining policy and procedures which contribute to the achievement of the Departments of Finance and Executive and Indigenous Affairs (Departments) and GNWT priorities. This position is also responsible for assisting in developing briefing and sessional materials for the Department.

## **SCOPE**

Reporting to the Manager, Policy, the Policy Analyst provides support to the Division and the Departments by researching, writing, editing, maintaining, and coordinating the production and distribution of policy and procedures. The Policy Analyst also provides support by conducting research and developing and maintaining electronic tracking systems, as well as supporting the legislative development process.

The Policy Analyst works closely with the Senior Policy Analysts, Manager, and other departmental managers, to ensure that policies and procedures reflect current requirements of stakeholders and the overall departmental environment within the GNWT.

Work on behalf of both Departments is carried out in accordance with complex legislation, regulations, collective agreements, employee handbooks, and other relevant GNWT policies and direction.

## **RESPONSIBILITIES**

- 1. Develops, produces, and maintains departmental policies, legislation and procedures by:**
  - Reviewing policy, legislative and/or procedural needs as directed.
  - Conducting research as required.
  - Identifying gaps in the best practices for the manager.



- Editing drafts of new or revised policies and procedures to ensure accuracy and consistency.
- Revising existing policy or procedure as instructed.
- Maintaining proper documentation and retention of all new and revised policies and procedures; and
- Updating tracking records on a timely basis as required.
- Supporting the legislative development process.

**2. Provides statistical and research assistance by:**

- Maintaining policy tracking records (e.g., manual/spreadsheets/databases) to ensure that quality and accurate data is available.
- Developing and maintaining data reporting and collection systems to meet the needs of the Division and the Departments.
- Conducting research and statistical required to develop or enhance departmental policy and
- Conducting research and drafting responses to interjurisdictional information/survey requests

**3. Assisting Division/Department management as directed by:**

- Compiling briefing materials for sessions, meetings (interdepartmental, Public Services
- Draft editing briefing materials for session, meetings (interdepartmental, Public Service Commissioner), assemblies, etc.;
- Assisting in drafting speaking materials (e.g. Minister's statements, etc.) and responses to correspondence.
- Monitoring sessions of the Legislative Assembly for departmental issues.
- Participates in project teams and committees (internal or external) as assigned.
- Assists in preparation, assembly and distribution of documents developed by the division and
- Other supporting activities or special projects as required.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands

**Environmental Conditions**

No unusual conditions



### **Sensory Demands**

No unusual demands

### **Mental Demands**

No unusual demands

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

- Demonstrated writing and verbal communication skills.
- Demonstrated planning and organizational skills.
- knowledge of writing techniques, presentation formats and the documentation processes.
- Ability to undertake research and prepare reports.
- Ability to conduct research, analyze findings and prepare recommendations.
- 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.
- Ability to work independently and within a team.
- Ability to reassess priorities and respond positively to change.
- Proficiency in the use of computers and related software such as word processing, spreadsheets, electronic communication, database, etc.

### **Typically, the above qualifications would be attained by:**

A university degree in a related discipline with two 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 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