



IDENTIFICATION

Department	Position Title	
Finance	Senior Advisor/Policy Analyst	
Position Number	Community	Division/Region
15-15432	Yellowknife	MBS

PURPOSE OF THE POSITION

The Senior Advisor/Policy Analyst provides advisory, technical and policy support to the Office of the Deputy Secretary to the Financial Management Board on policy matters related to financial responsibility and administration, cash management, public-private partnerships (P3), liquor and cannabis. These functions are performed in accordance with Public Sector Accounting Standards, applicable legislation as well as regulations and government policies.

SCOPE

Reporting to the Deputy Secretary to the Financial Management Board, the Senior Advisor/Policy Analyst will monitor, analyze and share information on trends and developments in public policy, best practices and evidence based policy research. These functions will focus on fiscal responsibility, financial administration, cash management, P3 arrangements, liquor and cannabis. This position also provides policy support directly to the Management Board Secretariat, Fiscal Policy division, Bureau of Statistics and the Liquor and Cannabis Commission.

RESPONSIBILITIES

- 1. Assists in the development of new policies and program objectives to meet Government and community objectives by:**
 - Monitoring political, legal, environmental, social and economic developments affecting the legislative and policy base of the Activity;

- Analyzing pertinent documents such as research reports and studies, Legislative Assembly debates and questions etc.;
 - Identifying gaps in policies and/or new programs between existing and required activities; initiating the development of new policy and alternatives with program objectives, and developing items of reference for policy proposals;
 - Acting as a group facilitator with respect to policy development within and between divisions of the departments, and where required consulting with other departments, agencies and industries;
 - Researching alternatives to meet shortfalls in existing or proposed policies and programs and discusses policy development to relevant stakeholders in different stages of policy development;
 - Assessing the political, legal, financial and organizational implications of the alternatives for meeting new policy objectives and coordinates consistent implementation and interpretation across all departments;
- 2. Evaluates existing policies for the Office of the Deputy Secretary to the FMB to determine their effectiveness in meeting Government priorities by:**
- Assists in the development and reporting on a performance management system through various departmental accountability documents;
 - Monitoring public and community reaction to current policies and programs;
 - Analyzing and summarizing research data;
 - Writing reports, presenting findings and recommendations
 - Meeting with stakeholders to identify issues and provide recommendations
 - Conducting follow-up studies to determine if deficiencies have been corrected and whether further study is required
- 3. Analyze and monitor P3 project feasibility in accordance with the P3 policy and management framework.**
- Lead the development of any new legislation or policies required for P3 projects, and the management of the P3 policy and management framework;
 - Provides advice to ensure the development of local content into any new P3 contract arrangement;
 - Monitor the agreed to local content and work with proponents to ensure all obligations are met.
- 4. Assist the Deputy Secretary and Comptroller General in monitoring the requirements under the GNWT's Planning & Accountability Framework**
- Provide technical assistance and advice to Departments and Agencies on fulfilling the requirements of the Planning & Accountability Framework;
 - Monitor Departments and Agencies' compliance with the Planning & Accountability Framework and take necessary action to ensure compliance; and
 - Periodically review the Planning & Accountability Framework and provide advice to the Deputy Secretary if amendments are required.

5. Provide analysis and options for the GNWT's cannabis program in order to identify and address public safety risks and business needs in a newly legalized market

- Identify, define and analyze alternative policy options, positions and recommendations as the GNWT continues to develop/implement its cannabis program;
- Plan and coordinate activities of cross-jurisdictional resources to gather information required to create or update Northwest Territories Liquor and Cannabis Commission's operational policies for cannabis related to regulatory functions;
- Develop and implement strategies for engagement with a variety of internal and external stakeholders to ensure broad and balanced viewpoints are considered during cannabis policy development and review;
- Provide advice to the Deputy Secretary regarding policy interpretation; and
- Research and gather information to ensure a thorough understanding of the issues at hand and ensure that all decisions or recommendations align with existing territorial legislation and regulations.

6. Provide advice and recommendations to the Deputy Secretary on regulatory, legislative, policy and operational aspects of the GNWT's cannabis program

- Monitor and analyze trends and issues in the legal cannabis field;
- Complete regular inter-jurisdictional research and comparisons to ensure the currency and adequacy of the legislative and policy response;
- Develop contacts working in the field in provincial and territorial governments across the country;
- Represent the GNWT at various Federal/Provincial/Territorial cannabis working groups and identify gaps on best practices;
- Review and provide comment, observations and responses to policy proposals developed by other agencies with respect to impact on the overall government policy and NTLCC and GNWT regulatory controls;
- Prepare and coordinate the preparation of various documents, briefing notes, reports and analysis in order to respond to inquiries related to the GNWT's cannabis program.

7. Working with the Treasury function in the division, develop and monitors policies related to the cash management of the GNWT

- Work with departments to ensure all cash receipts from completed agreements are obtained in a timely manner;
- Lead any required policy development to ensure departments are accountable for the timely and effective receipting of cash; and
- Develop and monitor a consistent framework for the inclusion of cash receipts to the GNWT to be included in all applicable government agreements;
- Review applicable departmental agreements to monitor that the framework is being consistently applied.

WORKING CONDITIONS

Physical Demands

No physical demands.

Environmental Conditions

No environment conditions.

Sensory Demands

No sensory demands.

Mental Demands

No mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to develop, analyze, interpret and critically assess information, including legislation, policies, federal/provincial/territorial and departmental initiatives, Cabinet and FMB direction, financial data, legislative proposals and strategic plans.
- Ability to undertake required research and prepare reports, which could also include analyzing, interpreting and forecasting policy, program and economic trends; anticipating the implications of these changes and recommending what directions the government should take in order to meet objectives.
- Knowledge of all GNWT procurement policies and procedures.
- Excellent written and oral communication skills including the ability to:
 - Present information in a clear, concise and accurate manner;
 - Communicate effectively with a wide variety of audiences including staff, stakeholders and cross-jurisdictional contacts; and
 - Influence by articulating the implications of proposed policy, program or legislative directions.
- Demonstrated understanding of financial issues within the overall context of economic, political and public policy considerations.
- Ability to work independently and within a team.
- Proficiency in the use of computers and related software such as word processing, spreadsheets, electronic communications, databases, etc.

Typically, the above qualifications would be attained by:

An undergraduate degree in public policy, business administration, or social sciences with five years of related experience in the public sector. Equivalencies 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:

- Required
- Preferred