



IDENTIFICATION

Department	Position Title	
Finance	Director, Policy, Legislation and Communications	
Position Number	Community	Division/Region
15-1646	Yellowknife	Policy, Legislation and Communications / HQ

PURPOSE OF THE POSITION

The Director, Policy, Legislation and Communications (Director) supports both the Department of Finance and the Department of Executive and Indigenous Affairs in a shared service environment.

The Director is responsible and accountable for providing overall leadership and advice on all policies, legislation, and communications relevant to the mandates of the Departments.

This work is done within the context of the operating Mandates of the two Departments, Government of the Northwest Territories' (GNWT) legislation, regulations and policies, and the political, social, and economic context of the Northwest Territories.

SCOPE

Located in Yellowknife, the Director reports to the Deputy Minister of Finance, and has a functional reporting relationship with the Deputy Minister of Executive and Indigenous Affairs (Departments).

The Departments have diverse and dynamic operating Mandates, which the Director supports. The Director is a member of the Department's Executive Committees and senior management teams and is expected to provide strategic leadership and the effective coordination and management of policy and legislative initiatives, communications and public affairs, as well as planning, and interdepartmental and intergovernmental support services on behalf of the Departments.

The Director leads and contributes to decision making and to the identification, review and formulation of plans, strategies, policies, frameworks, objectives, standards and processes governing the programs falling within the Departments' mandate. This includes leading the Business Planning process for the Departments, in addition to the development and monitoring of goals and objectives, and risk identification related to policy, legislation and communications.



The Director is accountable for leading the development of new or revised legislation, and/ or legislative changes related to the Departments and their Mandates. This position works within a complex legislative and policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies, and procedures that include the *Financial Administration Act (FAA)*, *Financial Administration Manual (FAM)*, *Public Service Act*, *Access to Information and Protection of Privacy Act (ATIPP)*, and various regulations and government policies.

The Director is accountable for the Division's role in supporting the Liquor Appeals Board, ensuring administrative support for all appeal processes established under the Liquor Act.

The Director is accountable for Departmental Policy, including the development of Executive Council, Financial Management Board (FMB) and Ministerial policies and affiliated procedures or guidelines, as well as the coordination of responses regarding the various policy and legal issues that arise related to policy, legislation, and communications activities. The incumbent must be able to lead the development of policy and legislative solutions and communication strategies that further the strategic direction of the Department within the GNWT. The Director will have a collaborative oversight role in program policies, as led and developed by other divisions.

The Director is responsible for supporting the administration of the Liquor Appeals Board. In this capacity, the Director is accountable for ensuring that administrative support to the Board is delivered in a manner that respects the independence of the tribunal and upholds the principles of procedural fairness

The Director is responsible for communications and media relations. The Director is responsible for the overall development, management and implementation of Departmental communications strategies and public relations. The Director provides communications products and services for use by the Directorate, Minister and the Premier, including media and publications support and services to the Departments. It is the responsibility of the Director to manage the development and implementation of communications strategies to meet these objectives and Cabinet and Corporate Communications requirements are included. The Director is also responsible for ensuring that obligations relating to the provision of services in official languages are met.

Key to success in this position is the management and general oversight of intra- and inter-departmental files and priorities to ensure overall consistency. The Director must carry out the responsibilities of the position recognizing the Department's mandate, the complexities of the socio-political environment and changing demands of the public.

There is a need to work collaboratively with other GNWT departments and other jurisdictions with shared interests. To complete these responsibilities, the Director must be able to analyze, evaluate and interpret a wide range of information, assess legal, political, and financial risks, and apply strategic thinking in advancing Departmental initiatives.



The Director must demonstrate a high level of management competency to ensure qualified staff are recruited and retained. The Director must create a positive work environment where staff are motivated to provide high quality programs and services.

DIMENSIONS

Reports:	4 direct, 6 indirect
Compensation and Benefits	\$1.284 Million
Other O&M	\$26,000

RESPONSIBILITIES

1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Contribute to the effective management of the Departments through positive collaboration and by providing a senior advisory role to the Deputy Minister and other senior management of the Department, and expert advice and support to the Departmental divisions.
3. Lead and coordinating role in departmental legislative initiatives, maintenance and development of legislation and regulations, and policy development.
4. Lead and coordinating role in the department's Business Plans activities, as well as departmental Strategic Planning and other departmental strategies and plans, as required.
5. Manage the preparation of Ministerial briefing materials and Cabinet, Financial Management Board and Legislative Assembly submissions, to ensure compatibility with the Department's vision, mandate, format, procedures, and timelines.
6. Lead and coordinating roles in preparing for and addressing issues associated with Legislative Assembly sessions and requirements of Standing Committee processes.
7. Direct the development and implementation of a Departmental communications strategies and plans, including media relations services for the Departments.
8. Direct and oversee the development of communications products for use by the Directorate, Minister and the Premier.
9. Oversee the administration of the Liquor Appeals Board by ensuring that administrative support for appeal intake, disclosure, hearing coordination, and records management, and other duties as required, support a consistent and efficient appeal processes.



10. Coordinate the contribution to, and review of, central agency leads interdepartmental or intergovernmental policy-related documents, reports, agreements, and communications materials.
11. Function as the Department's primary point of contact for inquiries initiated by other Departments.
12. Contribute to the management of the Department through active participation in management meetings, training events, planning, and working groups and other Departmental initiatives.
13. Participates in major departmental and Government program initiatives. The Director must work with others to develop strategies and approaches for supporting departmental and other broader Government objectives.
14. Plan and direct the work of the Division to ensure that approved objectives and budgets are met in an effective manner consistent with the operational policies and procedures of the Department and GNWT.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent manages tight deadlines and competing priorities. The scope of work can involve politically sensitive issues and tight deadlines with a high degree of intensity. Decisions often have long-range effects.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and/or the ability to acquire knowledge of departmental mandate, Acts and Regulations, agreements, frameworks, strategies, and policies.
- Knowledge of the GNWT's structure and operations, priorities, business strategies, departmental mandates, and organizational design.
- Knowledge of human resource management techniques such as performance evaluation, succession planning, team and individual motivation and progressive discipline techniques.



- Knowledge of and the ability to apply best practices in financial and human resources management.
- Project management skills.
- Skills relating to decision-making, team management and strategic planning in a complex organization or government system.
- Organizational skills and the ability to work to deadlines and respond effectively to frequently changing priorities and deadlines.
- Problem solving and planning skills, including analytical and interpretive skills.
- Written and verbal communication skills, including the ability to break down complex/technical issues and be strategic in communications approaches, and including the ability to maintain professional communications in difficult circumstances..
- Skills in creating and maintaining relationships, including the ability to engage in effective negotiations and resolve conflicts.
- Negotiating skills, tactics and strategies and an ability to make decisions.
- Strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Ability to read and interpret, and provide advice regarding legislation and regulations.
- Ability to understand and be responsive to client needs.
- Ability to work with people in an effective, tactful manner.
- Ability to effectively manage and motivate a diverse range of professionals.
- Ability to work effectively within larger Senior Management teams.
- 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 university degree (such as business administration or public administration), and seven (7) years of experience in policy, communications or legislative related roles, including three (3) years of managing people and resources.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- 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