



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 two Departments.

The Director also oversees the insurance industry in the NWT through the appointment as Superintendent of Insurance under the *Insurance Act* and the administration of the Liquor Appeals Board established under the *Liquor Act* through the Secretariat to the Liquor Appeals Board.

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 (NWT).

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 (the two Departments).

The two Departments have diverse and dynamic operating mandates, which the Director supports. The Director is a member of the Department Executive Committees and senior management teams of the two Departments 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 two 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 two Departments' mandate. This includes leading the Business Planning process for the two 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 two 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)*, *Insurance Act*, *Liquor Act* and various regulations and government policies.

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 for the two Departments in addition to government wide initiatives. The incumbent must be able to lead the development of policy and legislative solutions and communication strategies that further the strategic direction of the two Departments within the GNWT. The Director will have a collaborative oversight role in program policies, as led and developed by divisions of other departments.

The Director is accountable for the regulation of the insurance industry in the NWT through properly licensed agents, adjusters and insurers and must develop and recommend new, or changes to, existing sections of applicable GNWT Acts, regulations, policies and various GNWT to best protect the interests of consumers of insurance services. The Director represents the NWT at the three national insurance tables, General Insurance Statistical Agency, the Canadian Insurance Services Regulatory Organizations, and the Canadian Council of Insurance Regulators.

The Director is responsible for supporting the administration of the Liquor Appeals Board established under the *Liquor Act*. In this capacity, the Director is accountable for ensuring that administrative support to the Board for all appeal processes is delivered in a manner that respects the independence of the tribunal and upholds the principles of procedural fairness. This includes oversight of intake processes, disclosure management, hearing logistics, records administration, and the development of Secretariat procedures that support consistent, timely, and impartial appeal operations.

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 for the two Departments. 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 two Departments. It is the responsibility of the Director to manage the development and implementation of communications strategies to meet these objectives and ensure that Cabinet and Corporate Communications requirements are included. The Director is also responsible for ensuring that legislated 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 Departments' mandates, 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

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| • Number of Persons Directly Supervised: | 5 direct, 8 indirect |
| • Compensation and Benefits | \$2.1 Million |
| • Other O&M | \$32,000 |

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.

- Demonstrates an ongoing commitment to fostering a respectful, inclusive, and culturally aware workplace by integrating diversity, equity and inclusion principles in daily practices and decision-making.

2. Contribute to the effective management of the two Departments through positive collaboration.

- Provides a senior advisory role to the Deputy Minister and other senior management of the two Departments, and expert advice and support to the departmental divisions.
- Supports the resolution of sensitive issues related, particularly where political involvement has occurred or may be likely to occur.



- Manages the preparation of briefing materials for Ministers, Cabinet and FMB submissions, to ensure compatibility with the Departments' vision, mandate, format, procedures, and timelines.
 - Coordinates the contribution to, and review of, central agency documents.
 - Leads interdepartmental and intergovernmental policy-related documents, reports, agreements, and communications materials of the two Departments.
 - Function as the two Departments' primary point of contact for inquiries initiated by other departments.
 - Contributes to the management of the two Departments through participation in management meetings, training events, planning, and working groups and other departmental initiatives.
 - 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.
- 3. Lead and coordinate departmental legislative initiatives, maintenance and development of legislation and regulations, and policy development of the two Departments.**
- Leads the review and evaluation of existing and the development of new policies and legislation for the two Departments to ensure consistency with departmental strategic direction, while appropriately considering the legal, political, and financial issues along with stakeholder concerns.
 - Oversees public and interdepartmental engagement on existing or new departmental policy initiatives for the two Departments.
 - Leads the development of the two Departments' position on government-wide initiatives and the initiatives of other departments.
 - Guides policy and legislative development processes for the two Departments.
- 4. Lead and coordinate strategic planning activities for the two Departments.**
- Leads and coordinates the two department's Business Plans activities, as well as departmental strategic planning and other departmental strategies and plans, as required.
 - Leads the development of strategic planning documents for the two departments, including Cabinet and FMB submissions.
- 5. Lead Ministerial and Legislative Assembly support of the two Departments.**
- Oversees the monitoring of Cabinet, FMB and session activities.
 - Leads the preparation of comprehensive briefing materials for the Minister, Premier and Deputy Minister of the two Departments, including briefing material for sessions of the Legislative Assembly, Standing Committees and Cabinet and FMB meetings, as well as intergovernmental meetings.
 - Leads and coordinating roles in preparing for and addressing issues associated with Legislative Assembly sessions and requirements of Standing Committee processes.



- Manage the preparation of Legislative Assembly submissions, to ensure compatibility with the two Departments' vision, mandate, format, procedures, and timelines.
 - Oversees the tracking of Ministerial commitments in the Legislative Assembly, Standing Committees, Cabinet, FMB and other meetings as required.
 - Oversees the tracking commitments made at the NWT Council of Leaders forum for the Department of Finance and work with divisions to ensure commitments are moved forward.
 - Leads the preparation of support materials for the Premier and Minister for session, including returns to questions, Ministerial statements, Information Items and Briefing Notes.
- 6. Direct and oversee the development of communications products for use by the Directorate of the two Departments, Minister and the Premier.**
- Directs the development and implementation of departmental communications strategies and plans, including media relations services for the two Departments.
 - Leads the development, execution, and management of digital and social media communications for programs and services for the two Departments. Ensure these platforms effectively communicate government initiatives, engage with the public, and manage the online reputation and visibility of government leadership.
 - Identifies and address emerging issues for the two Departments, advising on and implementing communication responses in alignment with government objectives.
 - Directs public affairs and communications activities having Department wide application for the two Departments.
- 7. Oversees the operation of the Secretariat for the Liquor Appeals Board.**
- Ensures that administrative support for appeal intake, disclosure, hearing coordination, and records management, and other duties as required, support timely, impartial, procedurally fair manner and efficient appeal processes.
 - Ensures that the Secretariat procedures are maintained to support consistent and efficient appeal processes.
 - Oversees the appointment process of Board members to the Liquor Appeals Board.
- 8. Responsible for statutory responsibilities under the *Insurance Act* as the GNWT's Superintendent of Insurance.**
- Appointed by the Minister of Finance as Superintendent of Insurance pursuant to the *Insurance Act* with specific regulatory responsibilities with respect to insurance companies, agents, and adjusters.
 - Ensures that insurance activities in the Northwest Territories, including registration and licensing of insurers and individuals and payment of appropriate fees and taxes, are carried out within the requirements outlined in the *Insurance Act* of the NWT.
 - Responsible for leading amendments to the *Insurance Act*.
 - Responsible for annual reporting under the *Insurance Act*.



- Participates and represents the GNWT at related federal/national/provincial conferences, including working groups.

9. Plan and direct the work of the Division.

- Ensures that approved objectives and budgets are met in an effective manner consistent with the operational policies and procedures for each of the two Departments and GNWT.
- Ensures that employee development is embedded within annual performance and operational objectives, with plans to build capacity, enhance skills, and support career progression across the team.
- Develops and implements annual work plans which establish short- and long-term objectives for the Division.
- Oversees and attends to human resource functions within IR, including staffing, training and performance reviews;
- Ensures there is access to necessary resources, supplies, equipment and information to carry out activities and meet objectives.

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 work can involve politically sensitive issues. Decisions often have long-range effects.

The incumbent is required to travel several times a year in order to fully engage with Provinces/Territories and Federal colleagues related to insurance regulation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and/or the ability to acquire knowledge of the mandates of both departments, 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 evaluating, succession planning, team and individual motivation and progressive performance management techniques.
- Knowledge of and the ability to apply best practices in financial and human resources management.
- Knowledge of the value of, and a preference towards connecting with, external service providers - insurance brokers, underwriters and actuaries and consumers of insurance services.
- Ability to acquire knowledge of broad GNWT financial issues, challenges and directions, and of territorial issues and social, economic and political trends in order to provide needed advice and recommendations.
- 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.
- Communication skills - both written and verbal, including the ability to break down complex/technical issues and be strategic in communications approaches.
- Skills in creating and maintaining relationships, including the ability to engage in effective negotiations and resolve conflicts.
- Written and verbal communications skills, including the ability to maintain professional communications in difficult circumstances.
- 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 address conflicts and differences of opinion with tact and diplomacy.
- Ability to manage multiple teams of staff working in different disciplines.
- Ability to effectively manage/supervise 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, but not limited to, business administration or public administration), and seven (7) years of progressive 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