



## IDENTIFICATION

Department	Position Title	
Finance	Manager, Tax Policy	
Position Number	Community	Division/Region
15-1651	Yellowknife	HQ

## PURPOSE OF THE POSITION

The Manager, Tax Policy provides expert advice and analysis and makes recommendations to senior management in the Department of Finance on matters relating to the Government of the Northwest Territories (GNWT) taxation policy, tax revenue forecasting and analysis. These recommendations are required as input into Cabinet decisions.

The incumbent supervises one tax policy analyst.

## SCOPE

This position is located in Yellowknife and reports to the Director, Fiscal Policy. The Fiscal Policy Division is responsible for providing research, analysis, and recommendations on the fiscal policies of the government, monitoring economic conditions as they affect the government's fiscal policy; providing macroeconomic research and policy advice; providing analysis and advice on Canadian and Northwest Territories (NWT) tax policies; monitoring and advising on intergovernmental fiscal relations, in particular, the formula financing arrangements with Canada; providing input into multi-year fiscal plans; and preparing the annual budget address. The Division also provides technical support for the Deputy Minister and the Minister of Finance in federal-provincial-territorial discussions and represents the Government on intergovernmental finance committees.

Within this environment, the Manager, Tax Policy provides analysis and recommendations respecting the government's taxation policy options, including the use and effects of taxation instruments on the economy of the Northwest Territories and on the achievement of the government's economic objectives. The incumbent supervises one tax policy analyst whose



responsibilities include providing research and analysis on matters relating to NWT taxation and modelling of taxation outlooks.

This position is primarily responsible for providing advice for Cabinet and senior management on the impact of changes in taxation policy on the NWT economy and the GNWT's fiscal framework. The incumbent provides recommendations and advice by drafting proposals, reports, Cabinet submissions and analyses for the Director, Deputy Minister, Minister of Finance and Executive Council for decisions on taxation policies.

The incumbent supervises one tax policy analyst whose responsibilities include providing the Division with research and analysis on tax policy and providing tax revenue forecasts.

## **RESPONSIBILITIES**

- 1. To provide advice and briefing material for the Deputy Minister, the Minister and the Executive Council on the expected impact of tax policy decisions within and outside of the territory to ensure that the policy choices of the GNWT are timely and appropriate, including:**
  - Coordinating the collection of information on tax policy initiatives;
  - Drafting briefing material on policy implications of tax initiatives and recommend courses of action; and
  - Performing analysis of the expected tax impacts of such activities.
- 2. Lead responsibility in the department for the monitoring of taxation impacts and modelling of tax outlooks in the Northwest Territories including:**
  - Developing and using tax models, techniques and databases to model taxation and predict effects of different policies or projects on the NWT;
  - Preparing periodic and ad-hoc reports on the tax situation and outlooks for the GNWT;
  - Providing information from the taxation outlook to be used as inputs in the preparation of the fiscal framework used to measure current budgetary revenues and make revenue projections;
  - Making recommendations on tax policies associated with economic strategies;
  - Developing and implementing communication and marketing initiatives to promote NWT tax measures;
  - Providing strategic analysis and advice on tax policy and strategies; and
  - Conducting research and analysis of tax changes as they affect fiscal and economic policy.
- 3. To monitor federal and provincial taxation initiatives and assess their impacts on the government and economy of the Northwest Territories including:**



- Building and applying conceptual frameworks and tax models for the analysis of taxation matters including economic development and regulatory policy;
- Participating in research activities initiated by other government departments and/or the federal/provincial governments related to taxation development and economic policy issues, and providing advice on forecasting activities and statistical requirements;
- Analyzing federal and provincial proposals in budgets, papers and draft legislation for the impact on the NWT taxation position; and
- Developing computerized models to simulate the impact of alternative taxation scenarios and maintaining the necessary data bases.

**4. To represent the GNWT in federal-provincial-territorial tax discussions to ensure that the policy position of the GNWT is clearly understood and incorporated in taxation matters that are federal-provincial-territorial in scope, including:**

- Attending meetings between senior federal, provincial, and territorial finance and taxation officials, and present policy positions on behalf of the GNWT and further these positions whenever possible through negotiations;
- Preparing policy position papers on intergovernmental and self-government negotiations and make recommendations to the Director and Deputy Minister on the position of the GNWT;
- Maintaining contacts with senior officials and federal, provincial and territorial finance and taxation departments; and
- Monitoring public policy developments in other jurisdictions that may impact negotiations.

**5. Responsible for managing the Income Tax Collection Agreement, the Reciprocal Taxation Agreement and the Service Management Framework with the federal government, including:**

- Being lead GNWT negotiator for the agreements, and make recommendations to senior management on GNWT positions to be taken in negotiations;
- Implementing the agreements;
- Monitoring and managing the agreements.

**6. To ensure consistency of forecasting activities and statistical requirements between the Department of Finance and other governments and departments so that tax initiatives are accounted for correctly.**

- Providing expert advice on forecasting and data requirements to Bureau of Statistics and other departments; and
- Working with other departments on their models to ensure consistency in data and assumptions.



- **Supervision of one policy analyst whose responsibilities include providing support in development of tax policies.**

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual physical demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Travel 3 to 5 times a year to attend one-to-two-day meetings or conferences.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of taxation theory.
- Analytical and computer skills with a technical knowledge of taxation policy modeling and analysis.
- Experience in applied and theoretical taxation policy.
- Knowledge of federal / provincial-territorial fiscal relations in Canada including federal and provincial/territorial taxation policies.
- Knowledge of various sources of data and forecasts, to use to forecast tax revenues.
- An understanding of accounting principles, to develop and review reconciliations of revenue calculations.
- Knowledge of key specific issues, challenges and directions faced by GNWT departments within their programs in order to provide needed advice to maximize GNWT revenue and minimize the burden on NWT residents.
- Knowledge of broad GNWT issues, challenges and directions in order to provide advice to maximize GNWT revenues and minimize the tax burden on NWT residents.
- Knowledge of territorial issues and trends in order to provide advice to maximize GNWT revenues and minimize the tax burden on NWT residents.
- Negotiation and communication skills to understand, negotiate, and address issues with other organizations relating to GNWT taxation policies.



- Organizational and management skills to ensure activities are completed on time.
- Supervisory skills required to supervise one tax policy analyst.
- 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 related field including five (5) years of policy analysis and modeling 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, a criminal records check and a credit check.

**French language** (check one if applicable)

French required (must identify required level below)  
 French preferred

**Indigenous language:** Select language

Required  
 Preferred