



## IDENTIFICATION

Department	Position Title	
Finance	Senior Policy Analyst	
Position Number	Community	Division/Region
15-16782	Yellowknife	Procurement Shared Services

## PURPOSE OF THE POSITION

The Senior Policy Analyst is responsible for the provision of strategic advice and analysis on all matters relating to the development, review, evaluation, and implementation of government-wide procurement policies, standards, guidelines, procedures, legislation and best practices to address the mandate of the Government of the Northwest Territories (GNWT) to ensure that government procurement and contracting maximizes benefits to residents and businesses in the Northwest Territories (NWT), and to support economic and social objectives and continued growth and development of the economy.

## SCOPE

Government procurement and contracting is a source of economic activity throughout the NWT and residents and businesses should benefit as much as possible through a strategic procurement approach to leverage public contracting in support of economic and social objectives and continued growth and development of the NWT economy. The GNWT's procurement spending represents more than 30% of the annual budget and more than 15% of the GDP in the Northwest Territories. Over the last 5 years the average annual value of contracts awarded is 550 million.

The Senior Policy Analyst is located in Yellowknife and reports to the Director of Procurement Shared Services. The Senior Policy Analyst provides analysis, advice and support for the implementation of recommendations to strengthen GNWT procurement policies and practices with a broad strategic approach to supporting economic and social development in the NWT.

The Senior Policy Analyst works independently on complex files within a legislative framework, with work that is generally assigned based on approved strategies, mandates and

objectives of the GNWT. This position is responsible for the development of new policies and corporate plans, review of existing policies and strategic and business planning documents throughout the GNWT and various departments. This includes, but is not limited to, the identification, assessment, and mitigation of risk associated with departmental activities, the production of Ministerial briefings and correspondence, submissions, and decision papers, which have a supportive effect on the operations of the GNWT Departments, related publications, residents, and businesses across the NWT. The incumbent's recommendations may have an impact on the various GNWT policies, programs, and the public we serve.

The Senior Policy Analyst will lead and participate in the evaluation and development of policy, legislation, and strategic initiatives to ensure that GNWT Departments operate in conformity with the GNWT mandate and broader GNWT interests and objectives. This position provides advice to the Departments to ensure that GNWT plans, and policies conform to the direction issued by the Executive Council, the Financial Management Board (FMB) and the GNWT's mandate to ensure the maximization of government procurement and contracting benefits to residents and businesses in the NWT.

The Senior Policy Analyst ensures that impact to the economic and social initiatives and strategies of the NWT are considered in any policy review, development or change. The incumbent must also ensure that all policies related to procurement and contracting are not in conflict with current trade agreements, social economic chapters of comprehensive land claims agreements and contract law.

The Senior Policy Analyst communicates regularly with the Procurement Procedures Committee and other GNWT departments to ensure joint and coordinated GNWT positions on policy and strategic initiatives. Routinely, the Senior Policy Analyst exchanges information and expertise and collaborates with others in the development of Departmental input into GNWT wide initiatives, and participates in working groups and task teams to ensure coordinated and complementary efforts to support the GNWT interests and strategies.

The Senior Policy Analyst will support and work closely with the Director of Procurement Shared Services, and the Director of Business Support and Trade, Industry, Tourism and Investment, and other departments when required to support the GNWT's efforts to ensure timely and clear communication of key policy issues, changes, and developments, both internally to employees and departments, and externally to stakeholders, and the public at large.

## **RESPONSIBILITIES**

- 1. Leads and develops new and revises existing various policies, legislation, standards, program, best practices, guidelines, processes, and procedures to meet the GNWT mandate to maximize procurement and contracting benefits to NWT businesses and residents.**
  - Leads the evaluation of new procurement recommendations, current policies and procedures and develops new, supporting policies.

- Leads the evaluation of existing policies, programs and standards, procedures, best practices, and processes to determine their effectiveness in meeting the GNWT priorities.
- Collaborates with other departmental policy staff to coordinate development or updating of procurement related policies to coordinate and ensure no policy overlaps or conflicts.
- Evaluates the recommendations from the Procurement Review to strengthen procurement policies and practices across the GNWT to determine their potential effectiveness and impacts in meeting the GNWT mandate.
- Identify policy and program goals and objectives in support of the GNWT's mandate and strategic initiatives.
- Research issues and draft correspondence and documents for signature by the Deputy Minister or Ministers in response to a wide range of policy matters.
- Prepare major research reports and position papers on complex, high profile, and intergovernmental relations issues, for the assigned portfolio; provide expert advice on priorities for the development of GNWT policy, programs, and processes.
- Identify alternative approaches to meet policy and GNWT goals and objectives and provide an analysis of their political, financial, social and organizational implications.
- Communicate and coordinate with other Governments and GNWT departments to access knowledge and expertise relevant to effective policy and program development.
- Record, maintain, action/assign and follow up on Ministerial commitments made through the Legislative Assembly and Standing Committee processes
- Liaise and coordinate with GNWT departments, Procurement Procedures Committee, and other central agencies such as the Cabinet Secretariat and Management Board Secretariat, community and other governments through out Canada.
- Manage and coordinate updates, revisions, and follow-up to Departmental and GNWT action plans, Executive Council and FMB submissions, and other tracking initiatives such as the review of action items for GNWT's procurement strategic plans.
- Participate in the strategic planning processes, including the development of strategic planning documents, such as project plan, results reporting, and submission tracking for departments across the GNWT.

**2. Provides timely, strategic advice to the Department's senior management committee (SMC) and the Procurement Procedures Committee on major policy, legislative and communications updates, and any issues affecting the implementation of the procurement review and the GNWT mandate related to procurement.**

- Analyze current policy issues with respect to political, environmental, economic and social factors affecting the need for legislative or procedural response. Needs may arise from the public, social agencies, local and community governments, non-government organizations and enforcement agencies.
- Take a lead role in the analysis of local and national issues to ensure that NWT legislation meets the needs of the Territories and is also harmonized with Federal Legislation and that of the various provinces.

- Gather critical information to provide advice and consultative services on all issues related to procurement policy and communications initiatives.
- Provide strategic policy and communications advice to the department's Senior Management Committee (SMC) on major current, new and emerging issues and develops critical positions and approaches for the issues.
- Analyze legislative, policy and strategic communications issues being addressed by SMC; assess and advise on steps that would contribute to the advancement or resolution of issues.
- Work with the Director of Procurement Shared Services in identifying gaps in procurement policies, guidelines, best practices, procedures, and legislation that have the propensity to create political issues and operational inconsistencies; addresses these with appropriate departments, by providing an overview of the problem as well as potential solutions and recommendations specific to the issue.
- Liaise and consult with SMC members and senior staff from other departments to obtain information, to seek advice and to initiate action on a wide range of policy and communications issues.

**3. Coordinates and monitors interdivisional, interdepartmental, and intergovernmental projects and processes as appropriate.**

- Conduct environmental scanning exercises and research in cooperation with divisions, regions and departments.
- Review, analyze, evaluate, and revise technical documents in the context of a changing operating environment that is consistent with Executive Council and FMB direction, and ensures linkages to the Departmental and GNWT strategic plans and mandate.
- Research and identify strategic goals in support of the GNWT mandate and objectives.
- Establish terms of reference, task lists, assignments, and project schedules, and manage the progress of working teams.

**4. Provides communication support to ensure coordination and timely delivery of communication related to key policy issues, changes, and developments.**

- Advise on effective public consultation processes ensuring consistency with previous consultations, existing agreements, case law and other legal obligations.
- Develop and review Departmental submissions for Executive Council and FMB and ensures appropriate follow-up is carried out.
- Follow up on Ministerial commitments made through the Legislative Assembly and Standing Committee processes.
- Maintain and update on-going issue files.
- Co-ordinate Ministerial approvals for communications items.
- Assist Departmental colleagues in the preparation of public information materials, presentations, and other materials for distribution.
- Assist in the development of marketing and promotional tools for departmental Divisions.
- Provide safe, secure storage (hard copy and computer based) of all relevant material/submissions from the Legislative Assembly, Standing Committees and Executive Council.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of cabinet, legislative and policy processes, protocols and strategic objectives
- Through knowledge of economic and social development
- Thorough knowledge of existing procurement policies and legislation including trade agreements, licensing agreements and land claims agreements and MOU's.
- Ability to develop new or revise existing legislation, acts, agreements, strategies, frameworks and policies.
- Knowledge of northern institutions, corporations, government systems and communities.
- Knowledge of current events, political factors and current issues affecting the NWT.
- Ability to effectively interact and work with Federal and GNWT departments, aboriginal organizations, various business communities and community organizations.
- Knowledge of the theory and practice of public administration, political science, economics, socioeconomics, intergovernmental relations, demographics, and statistics.
- Knowledge of principles, methodologies and practices related to aspects of corporate planning.
- Excellent analytical skills.
- Demonstrated ability to express ideas and communicate effectively; the ability to analyze critically and recommend an appropriate means of action.
- Ability to analyze and articulate various policy options.
- Ability to formulate innovative and adaptive solutions.
- Organizational project management skills and the coordination and management of interdivisional working groups.
- Strong research skills and the ability to keep abreast of new trends and best practices to facilitate harmonization with other jurisdictions.
- Ability to recognize stakeholder needs and develop effective collaborative relationships.
- Ability to work in a cross-cultural environment.

- Ability to exercise sound, professional judgment and to use tact, persuasion, diplomacy, and flexibility.
- Ability to provide recommendations, expertise and communicate messages effectively in writing or verbally to various audiences on both communications and policy matters.
- Working knowledge of computer software including word processing, database, and electronic mail and communications programs.

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

Bachelor's degree in business/public administration, public relations, law or a related field with at least five years of broad professional experience in policy development and implementation, communications development and evaluation of policy and/or legislation.

**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:** Select language

Required  
 Preferred