



IDENTIFICATION

Department	Position Title	
Finance	Territorial Statistician	
Position Number	Community	Division/Region
15-2297	Yellowknife	Bureau of Statistics/HQ

PURPOSE OF THE POSITION

Reporting to the Deputy Secretary of the Financial Management Board (FMB), the Territorial Statistician is accountable for the territorial government's statistical program. This responsibility includes the provision of statistical advice and support to senior levels of all departments for the development of initiatives and strategic plans so that government plans and decisions are based on statistical information and analysis that is current, relevant and properly interpreted. The responsibility also includes the development, analysis and dissemination of demographic, social and economic statistical data that is current, consistent and accurate. The Territorial Statistician also ensures the effective representation of territorial statistical interests in dealings with Statistics Canada and other outside agencies, and that the statistical activities within the territorial government are properly coordinated.

SCOPE

The Bureau of Statistics has the general responsibility for the territorial government's statistical program. This includes developing and maintaining the statistical information that the government requires to set priorities, to plan and to budget. To carry out this mandate, the Bureau focuses its efforts on the development and dissemination of economic, social and demographic statistics of broad interest across government and on the provision of analysis, advice and assistance regarding the use and interpretation of this information. The Bureau also works to coordinate statistical activities within the government in order to minimize duplication of statistical effort and ensure that the statistics used by the government are current, consistent and accurate.

As the central statistics group for the government, the Bureau of Statistics also provides for the continuing and effective representation of territorial interests within the national statistical system. To achieve this goal, the Bureau participates in the deliberations of federal-provincial-territorial committees on statistics, serves as the government's focal point for contacts with Statistics Canada, and consults with Statistics Canada and other federal government departments regarding territorial statistics. Because Statistics Canada is the primary source of national, provincial and territorial statistics, the Bureau places particular emphasis on providing extensive and detailed input to Statistics Canada's programs. Here, a comparatively small investment in time and effort directed towards influencing decisions by Statistics Canada can yield large returns in the quality and coverage of NWT statistics published by the national statistics agency.

One specific example of representing territorial interests which can have a large impact on territorial government activities relates to the statistical series used in the Formula Financing arrangements with Canada. The quality of these series, in particular the territorial population information, can have large financial impacts on grant from Canada. The Territorial Statistician must frequently work closely with Statistics Canada to ensure that the information on territorial population reflects current conditions. For each census period, work on ensuring an accurate count and then subsequently on obtaining an accurate estimate of people missed by the Census can have dramatic impacts on GNWT funding (for example in 2001, changes made to coverage estimates and the population estimates negotiated by the Territorial Statistician resulted in a benefit of more than \$60 million in territorial revenue).

A total of eight on-going positions report to the Territorial Statistician. This includes two positions that are funded through partnership arrangements with other departments and through work completed on behalf of others. Additional term and casual positions report to the Territorial Statistician from time to time as statistical surveys are completed by the Bureau of Statistics.

Statisticians (4)

The Statisticians are statistics professionals responsible for the development of territorial government statistics, including completing statistical surveys and other data development activities; for the provision of statistical advice and assistance to departments and communities; and for the representation of territorial government statistical interests at federal-provincial meetings and in on-going consultations with federal departments and agencies. The four statisticians include an Economic Statistician, a Resource Statistician, a Social/Demographic Statistician, and a Community Statistician.

Statistics Analyst

The Statistics Analyst is a specialist in computer applications relating to government statistical work. This position completes mainframe and microcomputer programming in support of Bureau statistical projects, provides support for microcomputer systems and software, and undertakes development and maintenance of T-stat and the Bureau's Internet web site.

Statistics Administrator

The Statistics Administrator coordinates content of systems for disseminating statistical information, coordinates administrative activities for the Bureau of Statistics, and answers statistical requests from the Government of the Northwest Territories, other governments, the private sector and the general public.

Labour Market Analyst

The Labour Market Analyst position is accountable for analyzing and interpreting labour market data and related information required for senior management decision making and for territorial government planning generally.

Survey Manager

The Survey Manager plans, develops and implements all aspects of statistical surveys. These activities include questionnaire design, development of data processing systems, planning for and managing field operations (including supervision of staff), Coordinating data capture and assisting with quality control and data edits.

The work of the Division impacts all Departments and the NWT as a whole. Advice and support provided by the Division is often used in the development of government programs and policies. Examples would include strategies and methods used for negotiation during collective bargaining, statistical information and models used to ensure fairness in income support benefits and public rent scales, and information and approaches for a wide-range of government-wide and departmental performance measurement systems.

The clients of the position include all GNWT departments, in addition to community governments and organizations that are provided statistical support primarily through the community statistician position and statistical information developed through the entire Bureau of Statistics staff. The Territorial Statistician frequently provides advice and assistance on territorial trends in demographic, social and economic conditions to regional and other organizations during long-term planning sessions and other conferences.

Due to the relatively small nature of the Bureau of Statistics, projects undertaken by the division (particularly statistical surveys) often require large numbers of casual staff. These projects are generally completed on behalf of a GNWT department related to a specific policy or program issue.

The Territorial Statistician routinely needs to work on numerous projects simultaneously. These may include providing technical, methodological and management support to work being completed by the Statisticians and other staff; specific advise and assistance to a GNWT department; general management for divisional and departmental activities; and specific statistical project work. The small size of the Bureau of Statistics means that the Territorial Statistician is responsible for completing numerous statistical projects in addition to management activities.

Dimensions

Annual and approximate, based on 2004-05 budgets:

O&M - \$848,000

Project Work on Behalf of Others - \$350,000

Positions - 8 full-time up; to 200 temporary casual surveys

RESPONSIBILITIES

1. Support Cabinet and GNWT senior management decisions by providing current, clearly interpreted statistical information and statistical advice as required.

- Developing analytical and strategic information needed for planning and decision making.
- Developing statistical models and approaches for departments to determine optimal allocations of resources or benefit levels.
- Advising and supporting strategic planning and performance management systems to support information-based decision making.

2. Contribute to government policy development and program planning by implementing statistical programs required in support of such activities, and by providing advice and assistance of a statistical nature.

- Establishing priorities among those statistical programs required for territorial government purposes.
- Ensuring that required data development activities are undertaken by assigning project responsibilities to Bureau staff and providing advice and direction on work as the senior professional statistician.
- Developing sampling and other methodological approaches needed in the development of territorial statistical information.
- Developing and implementing approaches to dissemination activities to ensure that departments and others have access to the most current, consistent and accurate information that is available.
- Undertaking required statistical projects not completed by staff members.
- Providing advice and assistance for routine statistical requests from GNWT employees, community governments and organizations and the general public.

3. Coordinate statistical activities within the government by determining requirements for statistical information, assigning priorities to statistical programs, limiting duplication in statistical activities, and by providing expert advice on departmental statistical work.

- Working with staff throughout GNWT departments to ensure awareness of GNWT statistical information and to limit duplication in statistical activities.
- Working with departments and agencies to provide support and information for departmental analytical work by providing needed statistical information, and advice on measurement, standards and analytical approaches.

4. Ensure that the statistical interests of the territorial government are effectively represented through the presentation of territorial government requirements at federal-provincial and other meetings on statistics, and through liaison with officials of Statistics Canada and other federal departments.

- Working as a member of the Federal-Provincial-Territorial Consultative Council on Statistical Policy comprising the provincial statisticians and chaired by the Chief Statistician of Canada, which reviews and recommends priorities for the national statistical system and for the programs of Statistics Canada.
- Participating in various Federal-Provincial-Territorial subject matter statistical committees that provide advice to Statistics Canada on specific subject matters.
- Working on a bilateral basis across the Statistics Canada organization to resolve outstanding issues of particular importance to the GNWT.
- Supporting activities of the above responsibility.
- Maintaining contacts with the statistical branches of various federal departments regarding statistical matters which impact Northwest Territories and with other provincial and territorial statistical agencies on their programs.

5. Manage the human, financial and statistical resources of the Bureau of Statistics to meet goals and objectives in an effective and efficient manner.

- Managing the statistical program of the GNWT to ensure that the government receives the broadest range of statistical information and advice with the highest level of professional standard possible and within the resources allocated.
- Managing the core Bureau of Statistics budget and any funding for work on behalf of others to ensure that work is completed within budget and that resources are effectively and efficiently used.
- Managing staff in a manner that ensures good morale and high productivity, including providing training opportunities expand the knowledge base and help staff meet their goals and objectives.

WORKING CONDITIONS

Physical Demands

Works in typical office setting. Approximately 4 or 5 major trips are normally associated with the position for federal-provincial and other meetings during the year.

Environmental Conditions

Works in typical office setting

Sensory Demands

Close attention required for development and manipulation of statistical data.

Mental Demands

The position works to strict deadlines. The incumbent is routinely involved in several varied and complex statistical project simultaneously, which requires prioritization of work to meet competing pressures. Close attention is also required for development statistical materials. During statistical surveys the position may need to talk with respondents that are aggressively opposed to participating in the interview and this may include situations where verbal abuse and aggressive behavior will be directed towards the incumbent.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert level knowledge of a large variety of statistical methods including regression, analysis of variance, sampling theory, index numbers, national accounting principles, public sector accounting approaches, and population estimation and projections and related vital statistics measures.
- Detailed knowledge of data availability and methods used to produce a wide range of statistical material including labour market information; justice; health; education; the census; population estimates and projections; transportation; business statistics; mining and resource statistics; prices; public sector; and provincial economic accounts.
- The ability to develop innovative approaches to data development activities, statistical modelling and the provision of advice and assistance required by government departments.
- Advanced knowledge of a variety of analytical and other software, including knowledge of electronic dissemination systems and networks.
- Knowledge of key specific issues, challenges and directions faced by GNWT departments within their programs in order to provide needed advice and to manage the government's statistical program to ensure needs are being met.
- Knowledge of broad GNWT issues, challenges and directions in order to provide needed advice and to manage the government's statistical program to ensure needs are being met.
- Knowledge of territorial issues and trends in the demographic, social, economic and political conditions within the Northwest Territories to ensure the statistical program reflects the needs.
- Effective communication skills to understand and address clients long-term and immediate needs.
- Effective negotiation and communication skills to ensure that the territorial needs are being reflected in the national statistical program and that specific bilateral issues are addressed.
- Effective management skills including project management skills to ensure activities are completed on schedule; human resource skills in work with Bureau staff and in communication and negotiation with other GNWT departments and Statistics Canada; and financial management skills are required for the Bureau of Statistics budget, as well as for completing statistical projects on behalf of others

- The ability to work to deadlines in a highly diverse and complex environment and across multiple subject matters.

Typically, the above qualifications would be attained by:

Obtained through 7-10 years of experience in a statistical environment and a Master's degree in economics, statistics, or a social science with a focus on quantitative methods.

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