



## **IDENTIFICATION**

Department		Position Title	
Finance		Senior Policy Analyst	
Position Number	Community	Division/Region	
15-2772	Yellowknife	Policy, Legislation and Communications/ HQ	

## **PURPOSE OF THE POSITION**

The Senior Policy Analyst is responsible for the development of new, or the revision of existing, policies and programs to address Government priorities assigned to the Departments of Finance and Executive and Indigenous Affairs (Departments).

The position is responsible for the coordination and evaluation of efforts in policy, legislative and program development undertaken by the Departments, for preparing Ministerial correspondence and briefings materials, and for liaising with internal and external partners to promote a better understanding of the roles of the Departments in achieving the direction of the Government of the Northwest Territories (GNWT).

The Senior Policy Analyst provides objective analysis and broad policy and strategic advice on Departmental policies, legislation, priorities, strategies, and initiatives and provides research and policy analysis support to the Minister, Directorate, and other divisions within the Departments.

Work on behalf of both Departments is carried out in accordance with complex legislation, regulations, collective agreements, employee handbooks, and other relevant GNWT policies and direction.

## **SCOPE**

Located in Yellowknife and reporting to the Manager, Policy, the incumbent plays a critical role in the operation of the Departments by functioning as an effective advocate in advancing departmental interests and assessing their impact on other departments; providing expert advice on a broad range of policy and legislative issues;



supporting the development, implementation and reporting on departmental policies and legislation; and developing departmental correspondence.

## **RESPONSIBILITIES**

### **1. Assists in the development of new policies and program objectives to meet Government and community objectives by:**

- Monitoring political, legal environmental, social, and economic developments affecting the policy and legislative base of the Department.
- Forecasting future development trends.
- Analyzing pertinent documents such as research reports and studies, Legislative Assembly debates and questions, press releases, etc.
- Identifying gaps in policies and/or programs between existing and required activities, initiating the development of new policy and alternatives with program objectives, and developing terms of reference for policy proposals.
- Supporting Departmental legislative objectives, including the legislative development process.
- Acting as a group facilitator with respect to policy development within and between Divisions of the Departments, and where required, consulting with other Departments, agencies, and industries.
- Researching alternatives to meet shortfalls in existing or proposed policies and programs and discussing policy development to relevant stakeholders in different stages of policy development.
- Assists in the development of departmental strategic plans in support of government and department objectives.
- Assessing the political, legal, financial, and organizational implications of the alternatives for meeting new policy objectives and coordinates consistent implementation and interpretation across all departments.
- Drafting, consulting, and finalizing legislative proposals with internal departmental and GNWT stakeholders, also with external to GNWT stakeholders.
- Preparing drafting instructions for legislative drafters and working closely with the legislative drafter in reviewing and finalizing draft legislation for consideration by Executive Council and the Legislative Assembly.

### **2. Evaluates existing policies for the Departments to determine their effectiveness in meeting Government priorities by:**

- Assists in the development and reporting on a performance management system for the department.
- Monitoring public and community reaction to current policies, legislation, and programs.
- Assist in developing terms of reference for evaluation studies.
- Analyzing and summarizing research data.



- Conducting cost-benefit and cost effectiveness analysis, as necessary.
  - Writing, reports, presenting findings and recommendations.
  - Conducting follow-up studies to determine if deficiencies have been corrected and whether further study is required.
- 3. Evaluates policy and program proposals developed by other divisions to determine their applicability and compatibility with existing or proposed policies and programs, and with departmental and governmental goals by:**
- Reviewing the basis for the proposal.
  - Examining identified, or other, alternatives.
  - Comparing the proposal with the objectives and thrusts of other division, Departments, and agencies.
  - Conducting trial applications, tests or simulations of proposed policies or programs.
  - Establishing short-term performance indicators.
- 4. Prepares High Level Departmental Correspondence (for signature by the Minister and Deputy Minister)**
- Supports the Minister, Deputy Minister, and departmental senior management by providing advice and developing briefing materials.
  - Drafts letters for the signature of the Minister or Deputy Minister in response to written requests.

## **WORKING CONDITIONS**

### **Physical Demands**

The position works in a typical office setting and there are no unusual physical demands. Some travel may be associated with the position.

### **Environmental Conditions**

As the position works in a typical office setting, there are no unusual environmental demands.

### **Sensory Demands**

The incumbent spends a great deal of time developing, reviewing, and evaluating policies and Departmental correspondence, position papers, conducting research, keeping current on national and international events, etc. For this, the incumbent is exposed to demands of high concentration. The incumbent also spends time attending meetings and will spend a significant amount of time on the telephone.



### **Mental Demands**

The position meets strict deadlines. The incumbent is routinely involved in several varied and complex projects simultaneously, which requires prioritization of work to meet competing pressures. Close attention is also required for the development of positions on strategic issues.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- 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.
- Ability to develop, analyze, interpret, and critically assess information, including legislation, policies, provincial/territorial/federal and departmental initiatives, Cabinet and FMB direction, financial data, legislative proposals, and strategic plans.
- Ability to undertake required research and prepare reports, which could also include analyzing, interpreting, and forecasting policy, program and economic trends; anticipating the implications of these changes and recommending what directions the government should take in order to meet objectives.
- Knowledge about the current political, economic, social, and cultural aspects of the Northwest Territories; Canada and the world.
- Knowledge and understanding of the GNWT departmental structure, government policies and programs, and financial and budgetary systems.
- Ability to display a high level of initiation and, in so doing, will make decisions in the choice of one alternative from many options.
- Ability to understand, develop, and communicate with highly complex materials.
- Excellent communication skills in order to effectively represent departmental interests and to prepare and communicate results of policy and planning initiatives. These skills must be in both verbal and written communications.
- Proficient in the use of computers and related software such as databases, spreadsheets, and word processing.
- Possess excellent organizational and time management skills and be capable of working under extreme pressure in order to balance numerous demanding and active files.
- Ability to display diplomacy, tact, and good judgment in communicating with other departments and organizations outside the GNWT.
- Ability to self-direct, display initiative and be creative.
- Ability to work, both as a team member and independently, with minimal supervision, requiring a high degree of personal initiative, confidence, and skill.
- Assertive, self-motivated, confident, and have above average interpersonal skills in order to maintain excellent working relationships with a broad range of individuals across the government and with organizations outside the GNWT.



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

A university degree in a relevant field such as business administration or public policy or administration, and three (3) years of relevant work 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 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