



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Management Board Secretariat Analyst	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
15-7884	Yellowknife	Management Board Secretariat / HQ

## **PURPOSE OF THE POSITION**

The Management Board Secretariat (MBS) Analyst provides strategic and procedural advice for: program design, monitoring and evaluation; government-wide development of business plans, main estimates and enterprise risk management. The MBS Analyst may also provide strategic and procedural advice or lead program evaluations conducted by inter-departmental or cross-functional teams.

The purpose of the MBS Analyst is to develop and manage an on-going approach to government-wide: program evaluation; business planning and enterprise risk management to further develop and integrate these activities into routine departmental planning and financial processes. This position is also focused on building capacity throughout the organization in the areas of program evaluation and enterprise risk management.

## **SCOPE**

Reporting to the Manager, Program Evaluation, the Management Board Secretariat (MBS) Analyst is responsible for:

- a) Providing strategic and financial advice to the Financial Management Board on all decisions which affect financial, human and/or physical resources, including policy and strategic decisions;
- b) Managing the government-wide budgetary process and ensuring that its development is effectively coordinated to meet the requirements of the Legislative Assembly;
- c) Coordinating research regarding any financial or other resource, revenue or expenditure, within the government;
- d) Providing all financial advice and expertise to departments, regional offices, central agencies, boards and agencies; and Monitoring government-wide compliance with FMB directions, policies and legislation.

Located in Yellowknife, the MBS Analyst will:

- a) Design, lead and conduct program evaluations to clarify and confirm mandates, determine program effectiveness, and recommend modifications such as service improvements, reductions, or elimination;
- b) Develop approaches to improve program design, monitoring, evaluation, and results based reporting so that the effectiveness and efficiency of programs can be demonstrated;
- c) Develop and recommend approaches so that program effectiveness and efficiency can be considered during financial and strategic planning processes;
- d) Conduct research and evaluations that may result in the re-alignment of mandates, inform policy and legislative changes, inform budget considerations;
- e) Develop and implement government-wide programs and initiatives, such as enterprise risk management; and Build capacity throughout the organization through the design and delivery of training materials and activities.

## **RESPONSIBILITIES**

### **1. Guide and assist with the development and implementation of policy frameworks and approaches to departmental program evaluations:**

- Research and develop approaches to improve program design, monitoring, evaluation and results based reporting to meet fiscal and strategic objectives;
- Ensure program design and evaluations are conducted in a manner that supports the GNWT's fiscal and policy objectives as well as departmental mandates, objectives and commitments; and
- Propose approaches and provide adequate information to senior level management so decisions can be made on whether programs and services are appropriately resourced and accomplishing intended objectives.

### **2. Provide expert advice and counsel on matters relating to program evaluation:**

- Provide senior level advice on program evaluation initiatives related to the overall strategic direction for the Department and GNWT;
- Develop analytical and other research material to support program evaluation; and
- Ensure consistent implementation of the Financial Management Board's direction on program monitoring and evaluation across the GNWT.

### **3. Conduct or assist with implementation of program evaluation results:**

- Work with departments to design and conduct program evaluations to measure the efficiency and effectiveness of departments' programs and services;
- Prepare program evaluation reports for presentation to senior level management;
- Provide expert advice and support to program evaluations conducted by other departments or their agents;
- Monitor and track department's progress identified towards program evaluations; and
- Work with departments to ensure the approved actions identified in program evaluations are achieved;

#### **4. Provide support regarding government-wide initiatives and activities:**

- Work with departments to acquire, develop, share and disseminate data to inform enterprise risk management;
- Work with departments during the business planning process to prepare, establish, and analyze submissions including but not limited to enterprise risk management and performance measures.
- Assist with review of departmental business plans to ensure program evaluations are adequately planned for;
- Work with MBS staff to review FMB submissions to ensure consistency with the GNWT's Mandate, policy and fiscal objectives; and
- Develop materials to incorporate program evaluation results into strategic and transition planning materials for the FMB.

#### **5. Provide government-wide support in the area of capacity building:**

- Research, compile and analyze data information to identify government-wide training needs within the areas of evaluation and risk management;
- Develop, review, and revise training materials in the areas of program evaluation and risk management; and
- Facilitate training and development activities in the areas of program evaluation and risk management.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual demands.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

Occasional travel to communities outside of Yellowknife may be required. Otherwise, there are no unusual demands.

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

- Detailed knowledge and understanding of GNWT programs, policies, procedures, and financial, budgetary, and administrative systems is required;
- Must remain up-to-date with current industry practice related the program review, evaluation and risk management practices;
- Ability to undertake politically sensitive projects or to work in emotionally charged situations;

- Highly developed verbal and written communication skills are required in order to effectively communicate at senior levels including the ability to effectively communicate difficult or politically sensitive results to decision makers;
- Ability to critically analyze, interpret and assess information, including GNWT policies, legislation, FMB direction, legislative proposals, and strategic plans;
- Demonstrate significant experience in policy analysis, evaluation, quantitative methods, and financial analysis.
- Be self-directed, display initiative and have ability to garner buy-in and cooperation from managers without a direct reporting relationship. The incumbent must also employ diplomacy, tact, and good judgement in communicating internally with other departments.
- Proficient in the use of business related software such as MS Office.
- Must possess excellent organizational and time management skills and be capable of working under extreme pressure in order to balance numerous demanding and active reviews and initiatives.

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

The depth and breadth of knowledge required to undertake these tasks is most commonly acquired through having a undergraduate degree or professional designation in the areas of program assessment, program evaluation, public administration or project management combined with 3 years related work experience. Equivalencies 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 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