



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Municipal and Community Affairs	Senior Advisor	
<b>Position Number(s)</b>	<b>Community(s)</b>	<b>Division/Region(s)</b>
21-13042	Yellowknife	Directorate

## **PURPOSE OF THE POSITION**

The Senior Advisor is accountable for providing strategic analysis and advice on major policy, program, and operational issues affecting Municipal and Community Affairs (MACA). The position is responsible for providing senior policy support services as well as providing coordination, facilitation and analysis services to the Deputy Minister (DM).

## **SCOPE**

The Senior Advisor is located in Yellowknife and reports to the Deputy Minister of MACA. The position contributes to the development of new approaches to government strategies, policies and program development related to the Department's programs.

The position functions at the most senior level in the department and must possess a wide mix of managerial, communications, analytical, public relations and diplomatic skills as well as a sound knowledge of current and evolving GNWT policies, programs, issues and developments. The Senior Advisor coordinates a number of interdepartmental subcommittees and interacts with other governmental agencies and community organizations.

The department's policy, program and legislative responsibilities are broad and affect the residents of the Northwest Territories (NWT). The Deputy Minister requires the Senior Advisor to be involved on his/her behalf in extensive contact, consultation and discussions with GNWT departments, boards and agencies, Aboriginal governments and any outside government, boards and agencies.

The Senior Advisor provides strategic advice to the Deputy Minister on many critical MACA issues and initiatives. As well the position assists in developing positions and approaches that reflect a very high level of political, financial and social sensitivity and responsiveness.

The position directs the development of briefing material, support documentation, agendas and program/policy issue summaries for use by the Deputy Minister in meetings, committee and seminars chaired or attended by the DM. The Senior Advisor provides advice, guidance and interpretations to senior managers on the intent and purpose of action or other requests made by the DM and the Minister.

The Advisor is the main point of contact for the Minister's office and the incumbent must be able to handle the additional responsibility of requests for information and direction on various issues that the Minister's office needs assistance with. The position will liaise with other senior executives in other departments, central agencies, the media and representatives of public interest groups to discuss and keep current with respect to a variety of issues, events or trends of special concern to the Deputy Minister including those matters of particular urgency or political sensitivity.

The Senior Advisor is involved in the final reviews of complex submissions, policy papers, legislative proposals, issue summaries, reports, correspondence and information submitted to the DM from the Department's divisions. These reviews involve identifying and assessing any financial and political implications or priorities, determining areas of overlap, contradiction or lack of internal consistency and coordination, and developing solutions for the Deputy Minister or appropriate senior manager. The position participates in meetings between the DM and Minister and is a member of the Department's senior management team.

To carry out this role, the Senior Advisor works within various GNWT and public service procedures, policies, acts, regulations and legislation.

## **RESPONSIBILITIES**

### **1. Provide strategic analysis and advice to the Deputy Minister on major policy, program and operation issues affecting the MACA**

- Gather critical information in order to provide expert advice and consultative services on all issues related to departmental programs and conducting research in support of policy, planning and management initiatives.
- Evaluating decision papers, policy proposals, FMB submissions and ministerial briefing materials.
- Provide strategic advice to the DM on major current, new and emerging programs, operations and issues and develop critical positions and approaches.
- Analyzing and situating issues being addressed in the Directorate and discussing feedback with the DM, Senior Management Committee (SMC), and Minister's Office; assessing what more could be needed or would contribute to the advancement of the issue.
- Liaising and consulting with SMC members, Ministerial staff and senior staff from other departments to obtain information, to seek advice and to initiate action on a wide range of subjects on behalf of the DM.

## **2. Managing information requirements**

- Responding to requests for information from the Deputy Minister, following up on action required, auctioning work as necessary or when urgent issues require a response, and contributing to the coordination and facilitation of the workflow in the Directorate.
- Determining the extent and purpose of information requirement.
- Initiating action to obtain information within very precise time frames.
- Providing direction on format, content and style to divisions in the department and establishing time frames for receipt of information.
- Making others (DM's staff, SMC and department staff) aware of information requirements.
- Receive and manage requests directly from the Minister's Office to ensure departmental response can be auctioned effectively.

## **3. Managing the daily operations of the Directorate Office**

- Managing tasks and projects to improve services; and where necessary participating on project teams, working groups and interdepartmental committees as a representative of the Directorate.
- Providing leadership and facilitating the development and maintenance of a co-operative working environment within the Directorate, with the Minister's Office and with Divisions.
- Establish and maintain effective communication links between the Minister and his/her staff and the senior management staff of the department, and ensure that executive directions, decisions, and action requests as well as the flow of advice, information and interpretations are conveyed with clarity, timeliness and precision.
- Planning and directing the smooth operation and administration of the DM's office, and manage approved human and financial resources.
- Direct the review of all correspondence, material and issues referred to the DM's office; assess and determine their relative priority, sensitivity and urgency; and expedite those matters of urgent concern to the DM and/or Minister.

## **4. Providing support necessary to coordinate briefing and submissions material**

- Directing the review, analysis, coordination and acceptability of briefing material, notes, background material, speeches, Ministerial correspondence, submissions, and other information submitted from all areas of the department for the approval of the DM.
- Providing feedback and opinion of the DM to MACA staff on briefing material, correspondence, etc. which they have prepared and recommending approaches and strategies.

## **5. Assumes project leadership, where appropriate and assigned by the Deputy Minister**

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of an ability to analyze and interpret the relevant GNWT legislation, policies and procedures.
- Knowledge of research and analysis.
- Demonstrated skill in problem solving, consultation, negotiation, research, analysis, planning, coordination, monitoring, and assessment.
- Demonstrated verbal, graphic presentation, and writing skills.
- Computer skills in word processing, database, spreadsheet software, and presentation software, as well as internet and electronic communication.
- Ability to synthesize complex information.
- Ability to work independently as well as part of a team.
- Ability to work in a cross-cultural environment.
- Ability to exercise tact and diplomacy in dealing with sensitive issues.
- Ability to provide leadership and decision-making.
- Ability to manage workloads including multiple assignments with potentially conflicting priorities while ensuring that the Deputy Minister's needs are addressed.
- Ability to assign, delegate and coordinate work assignments and projects.
- Ability to manage stress.
- Ability to prioritize work and priorities to achieve operational and strategic objectives.

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

These knowledge, skills and abilities required to perform the duties are generally obtained through a completion of a undergraduate or Masters degree in Public Administration, Political Science, Business Management or related field and 5 years experience in the provision of management services to senior managers or in a planning or analysis field.

## **WORKING CONDITIONS**

### **Physical Demands**

Normal office environment

### **Environmental Conditions**

Normal office environment

### **Sensory Demands**

Normal office environment

### **Mental Demands**

This position is required to multi task and deal with confidential and politically sensitive information, and works to tight deadlines on a daily basis.

### **ADDITIONAL REQUIREMENTS**

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#### **Position Security (check one)**

- No criminal records check required
- X Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check