



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Municipal and Community Affairs	Learning and Development Advisor	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
21-2222	Norman Wells	Sahtu

## PURPOSE OF THE POSITION

The Learning and Development Advisor (Advisor) supports community governments by identifying learning needs and implementing initiatives that enhance the capacity of staff and council. The Advisor collaborates with Senior Administrative Officers (SAOs), community staff, GNWT departments, and partner organizations to design and deliver culturally safe learning strategies, tools, and resources. This role contributes to governance, strategic planning, and human resource development by applying best practices in adult education and organizational learning. The Advisor plays a key role in strengthening community government operations and supporting the delivery of essential programs and services.

## SCOPE

The Advisor is located in Norman Wells and reports to the Regional Superintendent, Sahtu. The Advisor has a functional relationship with the Manager, Community Government Learning and Development, to coordinate the delivery of the Department's community government training responsibilities in the Sahtu Region.

The Department of Municipal and Community Affairs (MACA) is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life and to deal effectively with other government organizations. MACA is also responsible for protecting the interests of consumers. MACA accomplishes this mandate through supporting capable, accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited



resources and infrastructure, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics and close proximity to an active political environment.

The Advisor provides workplace learning and development support to community governments and designated authorities in workforce capacity and skill enhancement areas. They will identify and address knowledge and skills gaps that impact job performance and operational efficiency, deliver new council orientation workshops and provide support for Councils' ongoing learning and development needs. The Advisor may also be responsible for managing one of MACA's core service program areas. (i.e. Recreation, Water Treatment, Finance and Administration or Public Safety).

The Advisor works with the MACA Regional Superintendent and staff, community governments, and partner organizations, including regional and not-for-profit organizations, to identify community learning needs and learning solutions in governance, strategic planning, operations, human resource development, and planning.

Overall, the Advisor plays an active and collaborative role with regional staff, MACA Divisions, and other GNWT departments in facilitating an integrated approach to identifying community government learning needs, implementing agreed-upon actions for learning solutions, and monitoring and evaluating key results.

The advice and support provided by the Advisor meet the mission of MACA to support councils and employees in effectively and efficiently managing community government authorities, responsibilities, and services.

## **RESPONSIBILITIES**

- 1. Research, plan, coordinate, implement, monitor, community government learning and development initiatives and individual learning interventions that result in effective, responsible, responsive, and sustainable community governments.**
  - The Advisor supports the delivery of custom workshops and targeted learning services using a learner-centered approach.
  - The Advisor works with the MACA Regional Superintendent and other regional and MACA staff, community governments, and partner organizations, including regional and not-for-profit organizations (e.g. LGANT and NWTAC), to identify learning solutions within the areas of governance, strategic planning, operations, human resource development, and planning.
  - Develop and implement learning plans with individual learners.
  - Coordinates delivery of developmental opportunities, including workshops within the assigned geographical area.



- Conducts interviews and provides analysis, advice, and recommendations to communities on developing individual learning plans or group training.
- Provides expert advice and technical support to clients on workplace learning and development (including e-learning) practices.
- Uses tools and resources that identify, monitor, assess, and address community government learning needs, priorities, and solutions.
- Seeks partnerships with other government departments to support community government learning and development.
- Review all regional learning and development initiatives before implementation through a culturally safe, trauma-informed, learner-centered lens.
- Keeps abreast of current learning and workforce development trends, best practices, and community governance issues.
- Communicates with the Regional Superintendent about workplace learning and development of community government staff related to governance and community operations.
- Coordinate and host regional learning events and opportunities.

**2. Leads efforts to promote learning and development services in the region, identifying learning needs and supporting learning solutions for community government staff and elected officials.**

- Develops and delivers workshops to community government staff and/or elected officials.
- Utilizes best practices, established tools and procedures to conduct pre- and post-learning assessments and follows up with participants from the region on how they are integrating knowledge and skills into their work.
- Gathers regional data, analyzes information, and provides recommendations on future learning initiatives.
- Utilizes an established inventory of "best practices" to facilitate workshops.
- Assists community governments' staff and elected officials in the development of plans for the community, for example:
  - Strategic Plans
  - Energy Plans
  - Capital Plans
  - Other plans, i.e. safety, recreation, etc.
- Develop group and individual learning plans that utilize various workplace learning strategies and consider any workplace or personal barriers the learner may be experiencing.
- Coordinates with other Learning and Development Advisors and relevant Associations to identify opportunities for peer learning, mentoring, or coaching.
- Assesses and advises individual learners on appropriate learning and developmental opportunities/strategies to enhance their skills, abilities, and/or knowledge.



- Counsel clients about the availability of diagnostic services to address barriers to learning, such as undiagnosed learning disabilities and psychological-social challenges (e.g., anxiety, depression).
- Assists community government managers or supervisors in developing performance management plans to improve employee performance.

3. **Provides support to the Regional Emergency Management Organization (REMO) and the Regional Emergency Operation Centre (REOC) in delivering programming related to mitigation, preparedness, response, and recovery.**

- Assists with the delivery of regional emergency preparedness and response activities and programming, which may include assuming a leadership role in the REOC as Incident Commander, Section Chief or Liaison Officer during a community emergency event.
- Assists with the delivery of regional emergency recovery programming.

## **WORKING CONDITIONS**

### **Physical Demands**

Most of the incumbent's time is spent sitting with frequent opportunity to move about. The incumbent may spend 1-3 hours a day engaged in conversations/meetings with clients on the phone, via video link or in person. Occasionally, the incumbent may be required to lift materials under 25 pounds, usually to ship materials. Occasionally, the incumbent will deliver workshops, which will require prolonged periods of standing. This occurs less than 25 percent of the time.

### **Environmental Conditions**

The incumbent works in an office environment with periods of interruption, which can impact the ability to concentrate. The incumbent is required to travel via small aircraft and automobiles to communities within the region to deliver workshops or training. This form of travel can be hazardous and uncomfortable as it may occur during extreme weather conditions and low temperatures.

### **Sensory Demands**

The incumbent must concentrate daily to discern issues at hand in the course of duties and respond to pressing situations.

### **Mental Demands**

Occasional overtime and traveling to communities for evening meetings, course deliveries and workshops that occur 25 percent of the time for a period of 2-5 days per event. Dealing with difficult or aggravated clients can happen.



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of adult and workplace learning best practices, facilitation, and practical procedures related to strategic planning, organizational design and development.
- Adult education principles and organizational behaviour.
- Municipal/community government and Indigenous organization structures.
- Occupational certification process.
- Knowledge of governance best practices, including council operations.
- Familiarity with community strategic planning and policy development.
- Ability and skill in facilitating workshops.
- Understanding of learning needs assessment techniques.
- Knowledge of human resource planning, including performance management and succession planning.
- Familiarity with workforce capacity building in a community government setting.
- Understanding of Indigenous governance models and cultural safety principles.
- Awareness of trauma-informed learning and facilitation methods.
- Knowledge of GNWT policies and procedures related to community development and training.
- Become familiar with funding mechanisms for community training programs.
- Ability to use data analysis to assess learning program effectiveness.
- Interpersonal, verbal and written communication skills, listening and paraphrasing.
- Analytical, interpretive, evaluation and investigative skills
- Stakeholders' relations skills
- Technology skills, including MS Office, DIIMS, web-based communication and course delivery applications
- Consultation skills to engage others in planning or problem-solving, ensuring diverse perspectives are considered in assessing inter-relationships and impacts.
- Organizational skills.
- Facilitation skills and training delivery experience
- Ability to stay current with new tools, methods, technologies or approaches that may potentially impact services delivered
- Ability to foster effective relationships with community groups
- Ability to work independently, demonstrate initiative, use sound judgment, discretion, and creative thinking.
- Ability to identify learning and/or developmental needs both for individuals and the organization and recommend learning solutions.
- Ability to prepare, schedule and deliver workshops/ sessions based on established curriculum or objectives using adult learning principles
- Ability to present views, information and ideas in a clear and appropriate manner
- Ability to deal with others tactfully



- 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.

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

A degree in but not limited to education combined with 2 years of relevant experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

A Valid Class 5 Driver's License is required.

**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