



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Director, Policy, Legislation and Communications	
Position Number	Community	Division/Region
21-4442	Yellowknife	Policy, Legislation and Communications / HQ

PURPOSE OF THE POSITION

The Director, Policy, Legislation and Communications is responsible and accountable for providing overall leadership and strategic advice in policy and legislation development, strategic and business planning initiatives, evaluation, strategic and operational communications activities, public affairs, and land, resources, self-government and modern treaty negotiations for the Department of MACA. This work is done within the context of the Government of the Northwest Territories' (GNWT) legislation, regulations and policies and the political, social, and economic context of the NWT in a manner that directly affects the achievement of the mandate and priorities of the Department.

SCOPE

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. The Department is also responsible for protecting the interests of consumers. The Department 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 capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics, and close proximity to an active political environment.

Located in Yellowknife and reporting to the Deputy Minister of MACA, the Director, Policy, Legislation and Communications is responsible for providing effective coordination, management and support for the Department's legislative and policy initiatives; strategic and business planning activities; development, implementation and ongoing monitoring of the



Department's program evaluation initiatives; strategic and operational communications and public affairs activities; and coordination of participation in lands, resources, self-government and modern treaty negotiations and implementation. The Director must carry out the responsibilities of the position recognizing the complexities, intergovernmental relationships, and diverse goals of the GNWT. The position must monitor political forces, anticipate effects, and organize adequate responses.

Operating in a rapidly changing environment with expanding importance and the need for adaptive solutions, the Director is responsible for ensuring departmental activities are grounded in a cohesive policy and legislative framework with consistent messaging supportive of the Department's mandate.

The Director is a member of the Departmental Executive Committee and Senior Management Committee, with direct involvement in corporate planning and coordination of strategic management activities. The position works in collaboration with the Department's Assistant Deputy Minister and senior management to provide expert advice and ensure a high level of fully integrated policy, planning, legislative, communications and administrative support is available throughout the Department. The incumbent is expected to provide strategic leadership in interdepartmental and intergovernmental negotiations on behalf of the Department. The Director is also a member of the interdepartmental Directors of Policy group to ensure a cohesive government wide approach on GNWT policy and legislative framework.

The position is responsible for the coordination of all departmental Executive Council decision instruments and information items and provides strategic direction on the preparation of briefing and communications materials for the Minister for the Legislative Assembly, Federal/Provincial/Territorial/Indigenous government meetings and negotiations, community visits, and public appearances. The Director is responsible for leading the planning and implementation of strategic and operational communications initiatives in accordance with GNWT standards and the Official Languages Act.

The Department directly administers 19 statutes and associated regulations, and eight (8) Executive Council-approved Ministerial Policies, as well as numerous Minister-approved policies. In support of existing and proposed legislation, the Director is responsible for the establishment of comprehensive legislative action plans; leads the research, analysis and development of proposals for amendment of existing or proposed new governing instruments; directs consultations and engagements with Indigenous governments, stakeholders and the public; and prepares legislative decision instruments for Executive Council.

The Director must carry out the responsibilities of the position recognizing the Department's mandate, the complexities of the socio-political environment and changing environment and demands of the public. There is a need to work collaboratively with other GNWT departments and other jurisdictions with shared interests. To complete these responsibilities, the Director



must be able to analyze, evaluate and interpret a wide range of information, assess legal, political and financial risks, and apply strategic thinking in advancing departmental initiatives. The Director must demonstrate a high level of management competency to ensure qualified staff are recruited and retained. The Director must create a positive work environment where staff are motivated to provide high quality programs and services. The Director is responsible for the Division's organization design and allocation of resources, as well as prudent management of the Divisional budget.

DIMENSIONS

- Reporting Positions: four (4) direct, and six (6) indirect
- Compensation & Benefits: \$1,881,000
- Operations & Maintenance: \$741,000

RESPONSIBILITIES

1. Upholds and consistently practices personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Leads in the provision of expert and strategic policy advice and support to the Minister, Deputy Minister, senior management and across the department.
3. Leads the development and amendment of all Department specific legislation, regulation and policy initiatives ensuring consistency with the policy, priorities, mandate and goals of the GNWT.
4. Leads the preparation of all documents to support the Minister in discussions and decision making with Cabinet, Committees of Cabinet, Standing Committees and Committee of the Whole within the Assembly. This includes information needed to support informed discussion and decisions at a variety of tables, including with Federal/Provincial/Territorial counterparts and with Indigenous and Municipal governments. Documents include Cabinet submissions, briefing notes and binders, correspondence and formal responses to queries from Members of the Legislative Assembly.
5. Provides departmental representation at inter-governmental, regional and/or community meetings and events ensuring that Department positions and perspectives are shared and clearly articulated. This includes providing advice on strategic positions, resulting from research and analysis of best practice both nationally and internationally.



6. Oversees departmental strategic and business planning processes, and program design and evaluation activities, to support evidence-based decision making on service delivery and resource allocation.
7. Leads and coordinates the Department's communication activities and ensures that communication platforms and tools, such as the website, social media platforms, media releases and responses, press conferences, and public advisories are effective and appropriate.
8. Collaborates with the Cabinet Secretariat, Department of Executive and Indigenous Affairs, respecting all Executive Council submissions and ensures the timely and comprehensive follow-up to Executive Council direction on all matters related to the Department.
9. Functions as the Department's primary point of contact for inquiries initiated by other Departments, leads in liaising with GNWT legal counsel and in the request for referral of legal services, and oversees the coordination, and where appropriate, leads cross-functional departmental and interdepartmental activities.
10. Leads and manages the implementation of the Official Languages Act on behalf of the Department.
11. Acts for the Deputy Minister and exercises signing authority in their absence.
12. Plans and directs the work of the Division to ensure that approved objectives and budgets are met in an effective manner consistent with the operational policies and procedures of the Department and GNWT.
13. Participates constructively in the senior management team of the Department and contributes to the senior leadership of the Department.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.



Mental Demands

The position must effectively manage changing priorities, conflicting demands, and short deadlines in a highly politicized environment. Occasional travel is required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to acquire knowledge of departmental mandate, goals and objectives, priorities, Acts and Regulations, agreements, frameworks, strategies, and policies.
- Knowledge of the GNWT's structure and operations, priorities, business strategies, departmental mandates, and organizational design.
- Knowledge of the history, cultures, publicly expressed political and economic aspirations of Indigenous people and other northerners.
- Ability to acquire knowledge of the processes and procedures to develop or amend legislation, acts, agreements, frameworks, strategies and policies.
- Ability to acquire knowledge of land, resources and self-government agreements and treaty land entitlement agreements and negotiations throughout the NWT.
- Knowledge of effective leadership, facilitation, consensus building and management practices.
- Knowledge of key partners and stakeholders including Indigenous governments, municipal governments, and federal departments, their interests and mandates.
- Knowledge of human resource management techniques such as performance evaluating, succession planning, team and individual motivation and progressive discipline techniques.
- Knowledge of and the ability to apply best practices in financial and human resources management.
- Knowledge of MS Office operating systems and software (e.g. Word, Excel, PowerPoint, Teams, Outlook, Access), Adobe Acrobat Pro, and appropriate use of the internet.
- Project management skills.
- Organizational skills and the ability to work to deadlines.
- Problem solving and planning skills, including analytical and interpretive skills.
- Interpersonal and communications skills, both written and verbal, including the ability to break down complex/technical issues and be strategic and diplomatic in communications approaches.
- Professional networking skills and skills in creating and maintaining relationships, including the ability to engage in effective negotiations and resolve conflicts.
- Strategic-thinking and judgment skills, as well as the ability to research, analyze and synthesize multiple concepts and priorities.
- Ability to take initiative and make decisions.
- Ability to interpret and provide advice regarding policies and legislation.
- Ability to think strategically, critically evaluate complex issues, problem solve and use good judgement as well as analyze, interpret and synthesize large amounts of information.



- Ability to implement management practices and attain collaborative outcomes in a changing environment, in complex multi-stakeholder environments.
- Ability to exercise discretion and diplomacy in dealing with divergent views and personalities and sensitive information and materials.
- Ability to assess implications of decisions for the larger organization and to effectively interpret and convey this information to senior decision-makers.
- Ability to represent the organization and its positions accurately and professionally, while developing and maintaining effective relationships with key partners and stakeholders.
- Ability to prioritize and meet constantly changing deadlines.
- Ability to understand and be responsive to colleagues' needs, and work with people in an effective, tactful manner.
- Ability to effectively lead, manage, supervise, mentor and motivate a diverse range of professionals.
- Ability to work effectively within larger senior management teams and with team members from a variety of backgrounds and cultures.
- Knowledge of the impacts of colonization and institutional and structural racism and biases on society, in particular Indigenous people who make up more than half the NWT population.
- 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 Bachelor's degree in public administration, political science, Canadian studies, Indigenous studies, law, public affairs, journalism, or a related field, and seven (7) years of experience in policy, legislation, or communications, including three (3) years of experience managing people and resources.

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 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