



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Municipal and Community Affairs	Manager, Policy and Planning	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
21-4659	Yellowknife	Corporate Affairs/HQ

## **PURPOSE OF THE POSITION**

The Manager, Policy and Planning is responsible and accountable for the management, coordination and reporting of departmental strategic planning; policy and legislation development and review; development of briefing materials, Ministerial, Executive Council and Financial Management Board (FMB) submissions, and the provision of policy and legislative advice and support to the Director, Corporate Affairs and senior management 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 Director of Corporate Affairs, the Manager, Policy and Planning provides expert policy and legislative advice to MACA staff and senior managers.



The position advises on business planning, Executive Council templates and processes, and coordinates multi-department initiatives. The Manager works within legislative and policy frameworks and the approved priorities of the Department and the GNWT.

The incumbent ensures the timely development and submission of decision papers, options papers, and information items to Executive Council and the Financial Management Board and supports the development of legislative amendments and departmental policies. The Director and senior management review submissions and policy documents for alignment with departmental goals and objectives.

The Manager leads the Policy and Planning Unit, overseeing policy, legislation, program analysis, strategic planning, and ministerial liaison services for the Department. These activities significantly impact the Department, the Minister's Office, central agencies, community governments, and the public.

The Manager is also responsible for supervising four staff within the Unit and regularly acts for the Director of Corporate Affairs.

## **RESPONSIBILITIES**

### **1. Manages and coordinates the development and review of policy and legislative instruments, providing direct support to the Director, Corporate Affairs and Senior Management on all policy, planning and legislative initiatives.**

- Leads research, drafting, and implementation of new or revised policies and regulations.
- Reviews draft policies and legislative proposals to ensure alignment with direction from the Director or Deputy Minister and considers legal, political, financial, and stakeholder impacts.
- Establishes principles and objectives for policy outcomes.
- Advises on and evaluates policy options.
- Substantiates policy proposals to Executive Council.
- Oversees preparation of presentations for the Director or Deputy Minister.
- Supports the review and evaluation of existing policies.
- Coordinates consultations with GNWT departments on policy and legislative proposals.
- Arranges and participates in public, interdepartmental, and intergovernmental consultations on policy initiatives.
- Coordinates the development of the Department's position on government-wide and interdepartmental initiatives.
- Provides expert advice on policy and legislative development processes.
- Advises on related departmental and GNWT initiatives to ensure alignment and gather relevant information.



**2. Manages and coordinates support to the Minister on Executive Council submissions and provides policy support on FMB submissions.**

- Provides regular briefings to the Director on Executive Council Submissions.
- Manages the Department's Executive Council agenda and activities.
- Assesses Executive Council and FMB Submissions to ensure they are consistent with the overall priorities, goals and objectives of the Department.
- Works with staff and senior leadership to develop and review Executive Council submissions and provide policy support for FMB Submissions.
- Tracks Ministerial commitments to Executive Council and Financial Management Board, ensuring timely follow-up.
- Prepares comprehensive briefing materials for the Deputy Minister and Minister on proposed Executive Council submissions.
- Consults regularly with central agencies including Cabinet Secretariat, and the Legislative Coordinator, during submission development.

**3. Manages and coordinates the preparation of Legislative Assembly briefing materials and monitors related commitments.**

- Prepares briefing notes, Oral Question responses, returns to Written Questions, motions and petitions, and follow-up materials to support the Minister's participation in the Legislative Assembly.
- Participates in policy briefings with Minister before Legislative Assembly sessions.
- Identifies issues for briefing materials and advises the Director and Deputy Minister on policy issues likely to arise during Legislative Assembly Sessions.
- Works with senior management to develop, review, and submit on time.
- Coordinates with staff and management to develop, review and edit Ministerial responses to meet commitments made in the Legislative Assembly.

**4. Manages and coordinates the Department's strategic planning activities.**

- Oversees the preparation of the Department's business plan and results reports.
- Contributes to and reviews strategic planning documents and related reporting.
- Participates in strategic planning processes to establish measurable goals and objectives.
- Provides analysis to support departmental strategic planning.
- Reviews annual reports against legislative reporting requirements.
- Supports project management of departmental planning activities.

**5. Manages the human and financial resources of the unit.**

- Oversees recruitment and performance management for unit staff.
- Sets clear expectations and provides ongoing coaching, feedback, and development opportunities.
- Ensures staff have the tools, information, and context needed to succeed.



- Contributes to divisional planning and budgeting; manages and monitors the unit's budget and contracts.
- Represents the Department on GNWT committees and working groups.
- Develops Requests for Proposals and award and manages contracts as necessary to undertake work for the department.
- Act as Director, Corporate Affairs as and when required.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual demands.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

No unusual demands.

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

- Understanding of MACA's mandate, GNWT operations, and the political, social, and cultural context of service delivery.
- Knowledge of policy and legislation development from the strategic planning stage to approval and implementation.
- Proficiency in use of MS Office operating systems and software (Word, Excel, PowerPoint, Teams, Outlook, Access), Adobe Acrobat Pro, and appropriate use of the internet.
- Strategic and analytical thinking, including planning, problem-solving, and message framing.
- Written and verbal communication skills with the ability to tailor messages to diverse audiences.
- Ability to assess implications of decisions for the larger organization and to effectively interpret and convey this information to senior decision-makers
- Ability to lead, plan, and deliver concurrent projects and meet tight timelines.
- Ability to lead and develop teams and foster strong stakeholder relationships.
- Sound judgment, tact, diplomacy, and political acuity in high-profile environments.



- 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 or a related field and five (5) years of relevant experience including one (1) year supervisory 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 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