



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Senior Policy Analyst	
Position Number	Community	Division/Region
23-12500	Yellowknife	Policy, Legislation, Evaluation and Communications/ HQ

PURPOSE OF THE POSITION

The Senior Policy Analyst (Senior Analyst) manages processes related to governmental affairs (Legislative Assembly, Executive and Indigenous Affairs and Financial Management Board Secretariat) including corporate business planning. The position leads specific initiatives to develop new policies or evaluate existing policies and protocols in light of evolving Government-wide policy, protocols and directives.

The Senior Analyst analyses and advises on submissions to central agencies from each of the Department's Divisions or Regions. In doing so, the position helps to ensure consistent planning and strategic decision-making within the Department's broad mandate. This position fulfills a vital role in ensuring efficient and effective management of governmental affairs related to central agencies.

SCOPE

Located in Yellowknife and reporting to the Manager, Corporate Policy (Manager), the Senior Policy Analyst provides services to the whole Department of Environment and Climate Change (ECC), working closely with the Department's Senior Advisors. Daily work is largely undertaken independently with principal points of contact with the Manager at the time projects are assigned and upon their completion.

The Senior Policy Analyst supervises interns, summer students and casual staff on occasion. The Senior Analyst must have extensive and comprehensive knowledge of governmental and political affairs and operations, including protocols, standards and guidelines. The position requires a combination of policy analysis and development skills related to the Northwest Territories (NWT) cultural and social environment to ensure Departmental goals and



objectives are set forth in a realistic and practical manner. The position's policy expertise supports team initiatives within the Division, Department, the Government of the Northwest Territories (GNWT), and external partnerships.

Major policy areas supported through this position include Water Management, Environmental Protection, Forest Management and Wildlife. The Senior Policy Analyst may lead departmental or interdepartmental teams with expertise in Indigenous relations, legislative and legal affairs, regional operations, environment, traditional knowledge, economics, society and culture. Teams may also include membership from federal departments and agencies.

The Senior Analyst leads departmental input into initiatives undertaken by other departments, including central agencies. All activities undertaken by the position impact the operations of the Department, the Minister's office, central government agencies, public agencies, and the general public.

The Senior Policy Analyst represents the Department in interdepartmental, intradepartmental and intergovernmental committees related to environmental, social and cultural matters and other governmental affairs. The position communicates regularly with other Government of Northwest Territories (GNWT) departments, Cabinet Secretariat and the Management Board Secretariat to ensure joint and coordinated GNWT positions on policy and strategic initiatives. Frequently, the Senior Policy Analyst needs to also work closely with colleagues in other governments and jurisdictions.

Routinely, the Senior Policy Analyst exchanges information and expertise, collaborates with others in the development of departmental input, participates in task teams to ensure coordinated and complementary efforts to support or represent Northwest Territories (NWT) interests.

The results achieved by the incumbent in terms of the development of new policies and corporate plans, the review of existing policies, and the production of ministerial briefings/correspondence and decision papers have an ancillary effect on the operations of the Department.

RESPONSIBILITIES

1. Recommends or develops new policies, programs and processes, or evaluate and revise current policies, programs and processes to ensure that these support Departmental or government goals and priorities.

- Provides expertise on the development and revisions of policy, programs and processes;
- Conducts appropriate research, environmental scans, policy review and evaluations to support new or revised policies;



- Provides advice and recommends policy options to the Deputy Minister and Minister;
 - Recommends policies, programs, and processes that should be evaluated;
 - Prepares informing and advisory documents to support policy decision-making;
 - Leads policy initiatives, including developing terms of references for teams and work plans;
 - Participates in interdepartmental and intergovernmental committees and working groups;
 - Reviews and analyzes impacts of policy proposals by other departments and government agencies.
- 2. Manages the preparation of Ministerial materials, including briefing books, for government liaison related to Legislative Assembly sessions, Executive Council submissions, Financial Management Board (FMB) submissions, and governmental committees.**
- Manages the preparation of briefing materials and other documents for Session;
 - Reviews and analyzes documents from divisions and advise on changes;
 - Prepares information for the FMB, conducting research, analysis, or environmental scans as appropriate;
 - Provides advice, reviews and analyzes submissions in the case where regions or divisions have prepared the materials to ensure consistent preparation for the Minister;
 - Liaises with central agencies such as the Cabinet Secretariat, Management Board Secretariat, and the Legislative Coordinator to develop analytical input on materials.
- 3. Develops the introductory and core business text in the Departmental corporate business plan and results report, including preparing briefing binders and providing advice on the integration of strategic planning elements into the business planning process and coordinating the preparation of briefing materials.**
- 4. Manages and coordinates updates, revisions, and follow-up to Departmental and GNWT action plans, Cabinet and Financial Management Board (FMB) submissions, and other tracking initiatives such as the Review of Action Items for the GNWT Strategic Plan.**
- 5. Provides support to Department and GNWT strategic planning processes, including the development of strategic planning documents, such as long-term operational plans, results reporting, and submission tracking.**
- 6. Performs other duties.**
- Supervises and manages contract and casual support staff, consultants, etc. associated with policy and program development and evaluation;



- Maintains a policy relationship with provincial, territorial and federal government officials;
- Acts as the liaison with regional and field staff on relevant issues;
- Monitors sessions of the Legislative Assembly and advise Departmental staff of relevant discussions and issues.

WORKING CONDITIONS

Physical Demands

The incumbent is subject to long or extended hours during public consultations, sessions of the Legislative Assembly and Standing Committees.

Environmental Conditions

Occasionally there will be travel to communities or remote project sites by road or small aircraft in all weather conditions.

Sensory Demands

The incumbent is highly involved in the exchange and analysis of information which requires sight and hearing, and the mediation of competing interests.

Mental Demands

During public consultation, environmental hearings, the preparation of specific submissions or interventions, or sessions of the Legislative Assembly or Standing Committees, the incumbent is subject to noticeable pressures from deadlines, ensuring accuracy. The incumbent is also regularly placed in confrontational and emotionally charged situations when developing a common position among those holding competing views. The incumbent is aware of confidential Cabinet information and, therefore, exerts significant mental effort to avoid disclosure.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of cabinet, legislative and policy processes and protocols;
- Thorough knowledge of existing Department legislation;
- Ability to develop new legislation, acts, agreements, frameworks, strategies and policies and policies;
- Knowledge of northern institutions, corporations, government systems and communities;
- Knowledge of current events, political factors and issues of the day affecting the NWT;
- Ability to interact with Federal and GNWT departments, Indigenous organizations, community organizations and the various business communities;



- Knowledge of the theory and practice of public administration, political science, economics, socio-economics, intergovernmental relations, demographics, and statistics;
- Knowledge of principles, methodologies and practices related to aspects of corporate planning;
- Excellent analytical skills;
- Demonstrated ability to express ideas and communicate effectively; the ability to analyze critically and suggest an appropriate means of action;
- Ability to analyze and articulate various policy options;
- Ability to formulate innovative and adaptive solutions;
- Organizational project management skills and the coordination and management of interdivisional working groups;
- Strong research skills and the ability to keep abreast of new trends and best practices in order to facilitate harmonization with other jurisdictions;
- Ability to recognize stakeholder needs and develop effective collaborative relationships;
- Ability to work in a cross-cultural environment;
- Ability to exercise sound, professional judgment and to use tact, persuasion, diplomacy and flexibility;
- Ability to provide recommendations, expertise and communicate messages effectively in writing or verbally to various audiences on both communications and policy matters;
- Knowledge of computer software including word processing, database, and electronic mail and communications programs.
- 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 Environmental Management or Political Science, coupled with a minimum three (3) years of experience in northern governments or other relevant work.

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



CERTIFICATION

Title: Senior Policy Analyst

Position Number: 23-12500

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
Deputy Head/Delegate Signature	Date
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.