



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Senior Advisor	
Position Number	Community	Division/Region
23-12932	Yellowknife	Directorate/HQ

PURPOSE OF THE POSITION

The Senior Advisor (Sr. Advisor) is responsible and accountable for providing strategic analysis and advice on major policy, program, and operational issues affecting the department, including the merger and optimization of the new Department. The Sr. Advisor is directly responsible for providing senior policy support services as well as providing co-ordination, facilitation and analysis services to the Deputy Minister (DM) and the executive managers within the Department of Environment and Climate Change (ECC).

While this position has limited direct control over financial and human resources, it has significant influence on the overall direction, key decisions and evaluation metrics of the department.

SCOPE

The Sr. Advisor is located in Yellowknife and reports to the DM. The position contributes to the development of new approaches to government strategies, policies and program development related to the Department's programs, including the optimization of the Department.

The Sr. Advisor 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 incumbent coordinates a number of interdepartmental/interagency subcommittees and interacts with other governmental agencies, community organizations and industry representatives.

The Department of Environment and Climate Change (ECC) is mandated to promote and support the sustainable use and development of natural resources and to protect, conserve

and enhance the NWT environment for the social and economic benefit of all NWT residents. Natural resources include both renewable and non-renewable resources.

To achieve this mandate, ECC promotes sustainable development of renewable resources in a diverse environment, and the sustainable use and conscientious protection of NWT land, air, water, wildlife, forests and natural resources, as they are integral to the economic, cultural and social fabric of life in the NWT. ECC is committed to ensuring an inheritance of a healthy environment for future generations and works to balance traditional lifestyles with a modern economy.

The Department promotes management that recognizes the interconnectedness of activities. Collaboration, coordination, cooperation and communication are expected to occur at all levels in the organization. The Department is committed to working in partnership with other GNWT departments to achieve government-wide objectives.

Departmental policy, program and legislative responsibilities are broad and affect a large and complex network of stakeholders. The DM requires the Sr. Advisor to be involved on his/her behalf in extensive internal program review as well as external contact, consultation and negotiation with other departments and agencies, the provinces/territories, various stakeholders and interest groups.

The position's major challenge is to provide strategic advice to the DM on major departmental issues and merger optimization considerations and options. As well the Sr. Advisor develops positions and approaches that reflect a very high level of political, economic, social sensitivity and responsiveness and assist in developing evaluation metrics for the new Department to evaluate the success of the merger.

This position is a main point of contact for the Minister's office. The incumbent must be able to handle the additional responsibility of handling requests for information and direction on various issues that the Minister's office needs assistance with.

Reviews of submissions, policy papers, issue summaries, reports, and correspondence involve identifying and assessing any political implications or priorities, determining areas of overlap, contradiction or lack of internal consistency and coordination, and developing solutions for the DM or the Assistant Deputy Ministers (ADMs) and/or other Senior Managers.

The Sr. Advisor is responsible for monitoring political developments and assessing the priority and relevance of critical policy and program documents, papers, submissions, news releases, information and other material flowing in or out of the DM's office, for ensuring that such documents and material are in compliance with policy decisions and that they are accurate from a territorial policy perspective, and for ensuring that the DM and the Minister

receive timely and relevant material and information that they require on a regular, ad hoc or urgent basis.

Another key challenge for the Sr. Advisor involves identifying, analyzing and developing solutions to conflicts, lack of coordination or overlaps in responsibilities between the divisions and the regions as they pertain to departmental policy and program issues, new initiatives and major events. The Sr. Advisor provides advice, guidance and interpretations to the headquarters divisions and regions on the intent and purpose of action or other requests made by the DM and the Minister, on Ministerial procedures and guidelines for the development and handling of formal documents and Cabinet/Financial Management Board (FMB) submissions, and on the development of material requested by the DM.

The Sr. Advisor serves as a contact with the DM, and as such, determines the acceptability, relevance, urgency and priority of information or agenda topics for meetings or discussions with the DM. This requires the Sr. Advisor to exercise the utmost tact, discretion and good judgment, particularly when dealing with senior public and private sector and elected officials on a wide variety of urgent, highly confidential, political or publicly visible policy and program issues.

The Sr. Advisor's scope for personal initiative and freedom of action is considerable and is determined through the establishment and maintenance of confidence and trust with the DM, the ADMs, the Regional Superintendents and the Minister and his/her staff. Based on experience and the sensitivity to current policy and program issues, the Sr. Advisor assesses a variety of conflicting problems and issues, determines which should be acted upon or referred to a division or region, and establishes the relative priorities and deadlines for the development of appropriate responses. Inaccurate or untimely decisions in this regard could have adverse or negative effects on the DM or the Minister and could result in a lack of credibility or public embarrassment.

The Sr. Advisor participates in meetings between the DM and the Minister and is a member of the Department's Senior Management Committee (SMC). This requires the Sr. Advisor to input directly into the development of strategic directions for the department, and to respond to major policy, program, and other issues, positions and directions, and to communicate information on decisions taken or action requests to be carried out, and to follow-up and report on the status of such activities or actions, particularly those related to the merger and optimization of the Department. The Sr. Advisor must also maintain currency with the priorities, decisions, and positions taken by SMC on a broad range of issues and anticipate any trends, directions or issues that may affect the policy, program or management activities of the department, and effectively advise the DM, the Assistant Deputy Ministers or the other Senior Managers.

Since the DM's office is the focus for numerous requests for information and demands for action from members of the public, MLAs, the media, lobbyists and public interest groups, the Sr. Advisor is required to deal with, evaluate and assess the sensitivity, urgency, relevance and priority of such requests, and to report them to and/or consult with senior departmental executives and change managers in the development of appropriate responses.

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. Provides strategic advice, options and support to the DM related to the merger and optimization options for the new Department**
 - Provides advice and recommendations for consideration of senior managers and the DM on the merger and optimization of program areas and functions.
 - Considers program needs and functions of the new Department to prepare metrics to measure the success of merging the Department of Lands and Environment and Natural Resources (ENR).
 - Supports change managers and senior management team to facilitate optimization discussions and options for DM consideration.
 - Works with the contractor to develop communications, coordinate meetings and workshops to discuss options for optimization and efficient service delivery.
- 3. Provides strategic analysis and advice to the DM on major policy, program, and operational issues affecting the Department.**
 - Gathers critical information to provide expert advice and consultative services on all issues related to departmental programs.
 - Conducts research in support of policy, planning and management initiatives.
 - Evaluates decision papers, policy proposals, planning, and management initiatives
 - Provides the DM and Divisions with another perspective on the strategy, and/or content of departmental information.
 - Provides strategic advice to the DM on major current, new and emerging departmental policy, program, operations, and other issues and develop critical positions and approaches.
 - Analyzes and situates issues being addressed in the Directorate and discussing feedback with the DM, SMC, and Minister's Office; assessing what more could be needed or would contribute to the advancement of the issue.



- Liaises and consults with SMC members, Ministerial staff, senior officials from other departments at territorial, provincial and federal levels, Indigenous organizations, private industry, and various stakeholders, to obtain information, to seek advice and to initiate action on a wide range of subjects on behalf of the DM.

4. Manages the daily operations of the Directorate office.

- Manages the financial resources of the Directorate; provides cash- flow projections, quarterly/monthly variance reports and confirmation of payroll distribution.
- Manages a staff of two Executive Secretaries located in the Directorate.
- Foresees upcoming issues and takes action to support the DM's needs and assist the incumbent in meeting commitments to the Minister and/or colleagues.
- Manages tasks and projects to improve services; participates on project teams, working groups and interdepartmental committees as a representative of the Directorate.
- Provides leadership and facilitates the development and maintenance of a co-operative working environment within the Directorate, with the Minister's Office and with Divisions.
- Plans and directs the smooth operation and administration of the DM's office, and manages approved human and financial resources.
- Directs the review of all correspondence, material and issues referred to the DM's office, assesses and determines their relative priority, sensitivity, and urgency, and expedites those matters of urgent concern to the DM and /or the Minister.

5. Manages information requirements.

- Determines the extent and purpose of information requirements.
- Inform others (DM's staff, SMC and Department staff) of information requirements.
- Initiates action to obtain information within very precise time frames.
- Provides direction on format, content and style to divisions within the Department and establishes time frames for receipt of such information.
- Responds to requests for information from the DM, following up on departmental action required, actions work as necessary or when urgent issues require a response, and contributes to the co-ordination and facilitation of the workflow in the Directorate.

6. Provides the support necessary to coordinate briefing and submissions material.

- Directs 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.
- Provides feedback and opinions of the DM to the Department staff on briefing material, correspondence, etc. which they have prepared and recommending approaches and strategies.



- 7. Establishes and maintains effective communication links between the Minister and his/her staff, the ADMs, Divisional Directors and Regional Superintendents 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 preciseness.**
- 8. Assumes project leadership, where appropriate and assigned by the Deputy Minister, over departmental-wide and/or intergovernmental initiatives.**
 - NWT Alberta Memorandum of Understanding
 - National Council of Federation
 - Development of Departmental Change Management and Succession Plans
 - Input into departmental and government-wide strategic planning exercises

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands.

Mental Demands

This position is subject to high levels of stress related to multitasking, dealing with confidential and politically sensitive information, and working to tight deadlines on a daily basis.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the national, provincial/territorial and domestic political environments and other governments' positions and policies and be capable of assessing possible implications for the NWT and the Department.
- Knowledge of project management and an ability to manage large and small projects from pre-planning to implementation and evaluation.
- Knowledge of issues related to Indigenous Self-Government and Land Claims in the NWT.



- Knowledge of negotiating and being a strong communicator with diplomatic skills in order to calmly and assertively express and defend the views of the department.
- Verbal and written communication skills.
- Strategic-thinking skills and judgment.
- Computer skills including the skills in working with the range of MSOffice Suite applications.
- Ability to work to deadlines and respond effectively to frequently changing deadlines.
- Ability to work in highly stressful situations.
- Ability to self-direct, display initiative and be creative.
- Ability to work both as a team member and independently with minimal supervision.
- Ability to apply this knowledge in a rapidly changing and challenging environment.
- Ability to research, analyze and synthesize multiple concepts and priorities.
- Ability to effectively represent the Department and its position accurately and professionally.
- Ability to build and maintain a good working relationship with colleagues throughout the GNWT, and with partners of other governments and organizations.
- Ability to analyze, evaluate and interpret a wide range of information including legislation, policies, provincial/territorial/federal and departmental initiatives, Cabinet and FMB direction, financial data, legislative proposals, and strategic plans and apply it within the unique socio-political environment of the NWT.
- 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:

Completion of a bachelor degree in Business Administration, Public Administration, or Political Science with five (5) years' experience, preferably in the fields of government policy, planning and/or analysis.

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