



IDENTIFICATION

| Department | Position Title | |
|--------------------------------|----------------|--|
| Environment and Climate Change | Policy Analyst | |
| Position Number | Community | Division/Region |
| 23-12973 | Yellowknife | Policy, Legislation, Evaluation & Communications/ HQ |

PURPOSE OF THE POSITION

The Policy Analyst (Analyst) facilitates the coordination, strategic analysis and linking of Environment and Climate Change (ECC) initiatives to support those undertaken by internal and external clients with respect to conservation areas and other environmental and natural resource management initiatives and processes. The Analyst leads specific initiatives to develop new policies or evaluate existing policies and protocols in light of evolving Government-wide policy, protocols and directives. Major policy areas supported through this position include integrated resources management, environmental impact assessment and cumulative effects assessment and management and renewable resources management. The position analyses and advises on submissions to central agencies from each of the Department's divisions or regions. In doing so, the incumbent helps to ensure consistent planning and strategic decision-making within the Department's broad mandate.

SCOPE

Located in Yellowknife and reporting to the Manager, Corporate Policy (Manager), the Policy Analyst provides services to the whole Department and works closely with the Department's Senior Policy Analysts, and the Legislation and Legal Affairs Unit and the Public Affairs and Communications Unit. 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 Policy Analyst must have sound knowledge of governmental and political affairs and operations, including protocols, standards and guidelines. The position requires a combination of skills related to policy analysis and development in relation to environmental and natural resource management in the socio-cultural and political context of the Northwest Territories (NWT) to advance Departmental goals and objectives in a realistic and practical manner. The



position's policy expertise supports team initiatives within the Division, the Department, the Government of the Northwest Territories (GNWT), and external partnerships.

The Policy Analyst coordinates or leads Departmental input into initiatives undertaken by other departments, including central agencies. All of the activities undertaken by the incumbent impact the operations of the Department, the Minister's office, central government agencies, public agencies, and the general public.

The Policy Analyst represents the Department in interdepartmental, intradepartmental and intergovernmental committees related to environmental, social and cultural matters and other governmental affairs. The incumbent communicates regularly with other GNWT departments i.e., Cabinet Secretariat; Management Board Secretariat, Finance, Industry, Tourism and Investment (ITI), Municipal and Community Affairs (MACA), Executive and Indigenous Affairs (EIA), Infrastructure (INF) and Health and Social Services (HSS), to ensure joint and coordinated GNWT positions on policy and strategic initiatives. Frequently, the Policy Analyst needs to also work closely with colleagues in other governments and jurisdictions, Indigenous governments and organizations, and environmental and industry organizations.

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. Advises on policy positions and evaluates and revises current policies, programs and processes to ensure that they support Departmental or government goals and priorities.**
 - Advises on policy positions including 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 Manager and Director;
 - Identifies and recommends policies, programs, and processes that should be evaluated;
 - Prepares informing and advisory documents to support policy decision-making;
 - Coordinates policy initiatives, including developing terms of references for teams and work plans;
 - Researches and develops policy positions in support of legislative development.
- 2. Researches and analyzes issues of mutual interest with other departments and agencies in the NWT involved in resource use, resource management and regulation.**



- Participates in interdepartmental and intergovernmental committees and working groups;
 - Researches policy and legislation that impacts the activities and mandate of the Department;
 - Reviews and analyzes impacts of policy proposals by other departments and government agencies;
 - Identifies appropriate policy positions and actions that ECC should take in relation to other departments and government agencies.
- 3. Coordinates the preparation for Session and support the Minister during Session.**
 - Develops work plans for the department's preparation for Sessions of the Legislative Assembly;
 - Coordinates the preparation of briefing materials and other documents for Session;
 - Monitors Sessions of the Legislative Assembly and advises Departmental staff of relevant discussions and issues;
 - Tracks commitments and responses to Oral and Written Questions.
 - 4. Prepares Ministerial briefings, Cabinet and Financial Management Board (FMB) submissions, and ministerial correspondence on matters relevant to the Department mandate.**
 - 5. 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.**
 - 6. Coordinates updates, revisions, and follow-up to Departmental and GNWT action plans, Cabinet and FMB submissions, and other tracking initiatives such as the review of action items for the GNWT Strategic Plan.**
 - 7. Provides support to Department and GNWT strategic planning processes, including the preparation of strategic planning documents, such as long- term operational plans, results reporting, and submission tracking.**

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 (seeing 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 exerts significant mental effort to avoid disclosure of confidential Cabinet Information is subject to noticeable pressures from deadlines, ensuring accuracy. The incumbent may be placed in confrontational and emotionally charged situations when developing a common position among those holding competing views.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent understanding regarding the legislative process of the NWT (i.e., how to facilitate the creation of new Acts and regulations and how to amend existing legislation in the NWT)
- Knowledge of departmental goals and objectives and the political, geopolitical and economic environment in which department programs and services are delivered.
- Knowledge of legislation that affects the delivery of departmental programs and services.
- Knowledge of legislation framework for information and protection of privacy issues.
- Proficient with ATIPP and privacy related functions.
- Skilled in policy analysis and development within a government context.
- Skilled in research and development of materials related to legislation.
- Strong ability to interpret legislation and suggest appropriate lines of action.
- Skilled in preparing a wide range of documents including legislative submissions, reports, briefing notes and communication plans.
- Strong analytical, organizational and project management skills.
- Communication skills that include the ability to express ideas and negotiate effectively.
- Very strong writing, speaking and listening skills.
- Strong group facilitation skills and problem-solving initiative.
- Ability to work effectively in a diverse cultural, institutional and geographical context.
- Competent use of standard computerized office software including word processing, spreadsheet, presentation, electronic mail and communications.
- Proven ability to liaise with internal/ external groups and other government agencies.
- Proven ability to work independently and as part of a team in a high pressure, time sensitive environment.
- Proven ability to conduct research and to keep abreast of new trends in order to facilitate harmonization with other jurisdictions.



- Proven ability to prioritize competing demands and expectations.
- Proven ability to handle meetings, telephone conversations and electronic correspondence with a high degree of professionalism.
- 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, and a minimum of two (2) years of experience in northern governments or other related work and living 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