



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Senior Policy Analyst	
Position Number	Community	Division/Region
23-14156	Yellowknife	Policy, Legislation, Evaluation & Communications/ HQ

PURPOSE OF THE POSITION

The Senior Policy Analyst (Senior Analyst) is responsible for the provision of advice and analysis on all matters relating to the development, review, evaluation, and implementation of departmental policies, standards, procedures, legislation, and corporate plans including Business Plans and HR Plans, to address the strategic goals and priorities of the Department of Environment and Climate Change (ECC) and the Government of the Northwest Territories (GNWT).

SCOPE

Located in Yellowknife and reporting to the Manager, Corporate Policy (Manager), the Senior Policy Analyst provides analysis and advice in the development and modification of departmental policies, standards, procedures, and the formulation of principles and setting objectives with respect to desired policy and legislative results. This includes the development, review, and implementation of Business Plans; HR Plans; operating policies; and identification, assessment, and mitigation of risk associated with departmental activities. The position's advice and analysis plays a key role in setting direction for departmental actions and furthering the strategic goals and priorities of Department of Environment and Climate Change (ECC) and the Government of Northwest Territories (GNWT).

The Mandate of the Department of Environment and Climate Change (ECC) is to support, manage and administer the sustainable use of public land in the Northwest Territories (NWT). Land Management and Administration is considered core public good and critical infrastructure that needs to be effectively and efficiently managed. The importance of land as a core public good is articulated through the Land Use and Sustainability Framework and Northern Lands - Northern Leadership. Land provides for ecological, spiritual, cultural,



recreational and economic goods and services and well as being a predominant and key driver of the NWT Gross Domestic Product (GDP).

The Senior Policy Analyst works within the a legislative framework which includes *the Territorial Lands Act* and Regulations; *the Commissioner's Land Act* and Regulations; *Planning Act* and Regulations; *the Area Development Act* and Regulations; and *the Mackenzie Valley Resource Management Act* and Mackenzie Valley Land Use Regulations; *Canada Environmental Assessment Act*, Canada Mining Regulations; as well as the settled Lands, Resources and Self-government Agreements within the NWT; Interim Measures Agreements; and the Devolution Final Agreement. The position also works within a Cabinet approved policy framework including the Land Pricing Policy; the Land Lease Only Policy; the Land Use and Sustainability Framework; Northern Lands-Northern Leadership; Sustainable Development Policy and the Recreational Leasing Policy.

The Senior Policy Analyst participates in the harmonization of policies, standards, procedures, and legislation related to the management and administration of Commissioner's Lands under *the Commissioner's Land Act* and Regulations and Territorial Lands under *the Territorial Lands Act* and Regulations.

The Senior Policy Analyst participates in the evaluation of policy, legislation and strategic initiatives to ensure that the Department operates in conformity with its Mandate and broader GNWT interests and objectives. The position provides strategic advice to the Department in order to ensure that departmental plans and policies conform to the direction issued by the Executive Council and the Financial Management Board (FMB). The incumbent plays a key role in ensuring a coordinated and consistent approach to departmental issues and initiatives.

The Senior Policy Analyst assists in the preparation of support materials for the Minister such as briefing notes during sessions of the Legislative Assembly, briefing materials specific to policy or legislative proposals, and support to the Intergovernmental Council on land and resources pursuant to the Devolution Final Agreement.

The incumbent communicates regularly with other GNWT departments to ensure joint and coordinated GNWT positions on policy and strategic initiatives. Routinely, the Senior Policy Analyst exchanges information and expertise, collaborates with others in the development of Departmental input into GNWT wide initiatives, and participates in task teams to ensure coordinated and complementary efforts to support or represent ECC and GNWT interests.

The position will work with the Manager of Policy and Legislation and the Division to support the Department's efforts to ensure timely and clear communication of key policy issues, changes and developments, both internally to employees and the Directorate, and externally to stakeholders, the public at large and other GNWT departments.



RESPONSIBILITIES

- 1. Provides advice and analysis on all matters relating to the development, review, evaluation, and implementation of departmental policies, standards, procedures, legislation and corporate plans to ensure accurate and timely legislation, policy, program and process advancement.**
 - Researches issues and drafts correspondence and documents for signature by the Deputy Minister or Minister in response to a wide range of policy matters.
 - Conducts research and provides expert advice on priorities for the development of policy, programs, and processes.
 - Prepares major research reports, recommendations and position papers on complex, high profile, and intergovernmental relations issues, for the assigned policy & planning portfolio
 - Evaluates existing policies, programs and standards, procedures and processes within the Department to determine their effectiveness in meeting ECC and GNWT priorities
 - Monitors the political, environmental, social, and economic surroundings with respect to implications for the management and administration of NWT public lands
 - Identifies policy and program goals and objectives in support of the ECC Mandate and the Department's strategic initiatives
 - Identifies options, alternative approaches to meet policy and program goals and objectives and provides an analysis of their political, financial and organizational implications
 - Communicates and coordinates with departmental divisions including Regional Operations to access knowledge and expertise relevant to effective policy and program development
 - Records, maintains, actions/assigns and follows up on Ministerial commitments made through the Legislative Assembly and Standing Committee processes
 - Liaises and coordinates with GNWT central agencies such as the Cabinet Secretariat and Management Board Secretariat
 - Manages and coordinates updates, revisions, and follow-up to Departmental and GNWT action plans, Executive Council and FMB submissions, and other tracking initiatives such as the review of action items for GNWT strategic plans
 - 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
- 2. Prepares briefing materials for the Minister and Deputy Minister, including briefing material for sessions of the Legislation Assembly, Standing Committees and Executive Council meetings, Financial Management Board (FMB) Submissions, and intergovernmental meetings.**



- Prepares briefing materials and other documents for Session.
- Prepares support materials for the Minister, including returns to questions, Ministerial statements, information items and briefing notes.
- Prepares a wide range of strategic briefing and advisory documentation and material on complex policy, program and intergovernmental files and issues.
- Prepares information items, decision or discussion papers for Executive Council or submissions for FMB, conducting research, analysis, or environmental scans as appropriate; ensures appropriate follow-up is carried out
- Provides advice, reviews and analyzes submissions in the case where Regional Offices or other departmental divisions have prepared the materials to ensure consistent preparation for the Minister.
- Liaises with central agencies such as the Cabinet Secretariat and the Management Board Secretariat to develop analytical input on materials.

3. Provides support to Departmental and GNWT strategic, business, HR, and budget planning processes and reporting as required.

- Assists in coordination and preparation of the Department's Business Plan and HR Plan; including review of budgeting submissions and preparation of introductory documentation for the annual business plan (i.e., environmental scan, goals and measures).
- Coordinates the development of the narrative aspects of the business plan including the descriptions of initiatives, ensuring linkage to the Departmental and GNWT strategic plans and Mandate, the opportunities and challenges facing the Department, and the supporting information on the core business lines, linking outcomes, measures and special initiatives to Departmental goals.
- Coordinates the development of the Department's submission on the previous fiscal year's GNWT Business Plan results report.
- Coordinates the development of the Department's submission to annual progress reports linking Departmental activities to the GNWT Strategic Plan.
- Develops models to integrate strategic planning results into the business planning process.
- Develops strategic planning documents, such as long-term operational plans, FMB submissions and Annual Reports.
- Participates in Departmental planning efforts by facilitating the development of Action Plans.
- Monitors the performance of the assigned portfolio against approved strategic and Business Plans and accountability accords, reports to the Manager of Policy and Legislation and senior management on these matters and recommends required corrective action, the reallocation of resources, or the need to revise plans to accommodate the progress made and unanticipated events and issues that have substantially affected the initial performance deliverables and commitments



- Assists the Manager, Legislation and Legal Affairs in monitoring the Division's single operating budget; preparing estimates and forecasts based on known and forecast projects; planning initiatives and activities; managing the expectations of major clients, stakeholders and partners; and completing mid-year and year-end resource review exercises
 - Analyzes GNWT-wide and inter-government measures, strategies and action plans ensuring linkages to the Departmental and GNWT strategic plans and Mandate.
- 4. Provides communications support to the Department to ensure coordination and timely delivery of communication related to key policy issues, changes, and developments**
- Advises on effective public consultation processes ensuring consistency with previous consultations, existing agreements, case law and other legal obligations.
 - Maintains and updates on-going issue files.
 - Co-ordinates Ministerial approvals for communications items.
 - Assists Departmental colleagues in the preparation of public information materials, presentations and other materials for distribution.
 - Assists in the development of marketing and promotional tools for departmental Divisions.
- 5. Performs other policy related duties withing the Policy, Legislation, Evaluation & Communications Division.**
- Maintains a system for researching and tracking information, commitments, priorities and strategies.
 - Assists in planning, coordination, implementation and overall administration in support of Senior Management meetings, including meeting critical deadlines in respect to the preparation, compilation and dissemination of materials.
 - Administers, manages and supervises service contracts.
 - Acts as the liaison with Regional Operations staff on relevant issues.
 - Provides safe, secure storage (hard copy and computer based) of all relevant material/submissions from the Legislative Assembly, Executive Council, and the Northwest Territories Business Development and Investment Corporation (BDIC).
 - Provides Commissioner for Oaths services for the Department.
 - Prepares presentations as necessary.

WORKING CONDITIONS

Physical Demands

Generally minimal. However, during public consultations, public hearings, or sessions of the Legislative Assembly and Standing Committees, the incumbent is subject to physical fatigue caused by long or extended hours.



Environmental Conditions

No unusual demands.

Sensory Demands

Sensory demands include high concentration to capture potentially numerous and important subtleties during difficult and often emotionally charged debates in the Legislative Assembly. Sensory demands are for frequent periods of short duration.

Mental Demands

The incumbent is subject to high levels of stress related to multi-tasking and working to tight deadlines in a setting where there are frequently changing priorities, conflicting interests and differing perspectives. Mental concentration is required to think clearly and remain calm. The incumbent is expected to work irregular or long hours, including weekends. Mental demands are for frequent periods of short duration.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the GNWTs political system and its governance structures.
- Knowledge of Departmental Acts, agreements, frameworks, strategies and policies as they relate to NWT Lands Policy, Legislation and Communication as well as Land Use and Sustainability. They include: *the Commissioner's Land Act* and Regulations; *Territorial Lands Act* and Regulations; *Mackenzie Valley Resource Management Act*; *Canadian Environmental Assessment Act*; Canada Mining Regulations; *Area Development Act*; *Planning Act*; *Species at Risk Act*; Settled Lands, Resources and Self-Government Agreements; Interim Measures Agreements; Interim Land Withdrawals; Respect, Recognition, Responsibility; Devolution Final Agreement; Land Use Sustainability Framework; Northern Lands - Northern Leadership; GNWT Ecological Representation Network Plan; Sustainable Development Policy (GNWT and Canada); Mineral Development Strategy; Economic Opportunity Strategy; Water Stewardship Strategy; Lease Only Policy; Land Pricing Policy; and Recreational Leasing Policy.
- Knowledge of cabinet, legislative and policy processes and protocols. Thorough knowledge of existing Department legislation and the ability to develop new legislation, acts, agreements, frameworks, strategies and policies and policies when directed to do so.
- Knowledge of northern institutions, corporations, government systems and communities, as well as the ability to interact with Federal and GNWT departments, Indigenous organizations, community organizations and the various business communities.
- Knowledge of the theory and practice public administration, political science, economics, socio-economics, intergovernmental relations, demographics, and statistics. This



knowledge is required to provide specialized professional research and analysis and policy development.

- Excellent analytical skills, as well as a demonstrated ability to express ideas, negotiate and communicate effectively; the ability to analyze critically and suggest an appropriate means of action, sometimes in a short time frame.
- Ability to analyze and articulate various policy options aimed at increasing understanding, acceptance and resolution.
- Ability to provide recommendations, expertise and communicate messages effectively in writing or verbally to various audiences on both communications and policy matters.
- Ability to work cooperatively with others, whether as a member of a team or as an individual.
- Ability to formulate innovative and adaptive solutions, as there may be few precedents available to guide policy proposals.
- Knowledge of principles, methodologies and practices related to aspects of corporate planning
- Knowledge of current events, political factors and issues of the day affecting the NWT.
- Organizational project management and supervisory skills for the management of contract and casual support staff or acting positions, consultants and Departmental working groups, etc. associated with policy and program development and evaluation.
- The coordination and management of interdivisional working groups often involves diverse and competing interests requiring the incumbent to devise innovative, consensus-building solutions.
- Proven research skills and an ability to exercise sound, professional judgment. Ability to work in a cross-cultural environment.
- Ability to use tact, persuasion, diplomacy and flexibility.
- 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:

Completion of a bachelor's degree in business management, public administration, economics or a related field, along with at least three (3) years of broad professional experience in economic development, policy development, and interdisciplinary research.

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