



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Policy, Evaluation and Planning	
Position Number	Community	Division/Region
23-14311	Yellowknife	Policy, Legislation, Evaluation & Communications

PURPOSE OF THE POSITION

The Manager, Policy, Evaluation, and Planning (Manager) is responsible for providing the management and oversight from a corporate policy perspective, in the development, review, and amendment of departmental legislation, policies, standards, practices, and procedures to facilitate the interests, goals and priorities of the Department of Environment and Climate Change (ECC). The Manager oversees and leads a team that provides expert advice and analysis on policy and various intergovernmental matters. The Manager ensures that appropriate information and briefings are provided to the Minister, Cabinet, Standing Committee, and stakeholder groups and that policy and plans conform to Executive Council, Financial Management Board (FMB) and Departmental directions.

SCOPE

Located in Yellowknife and reporting to the Director, Policy, Legislation, Evaluation and Communications (Director), the Manager, Policy, Evaluation and Planning is responsible for assigning projects to staff and ensuring a work plan and financial planning are in order for the Policy, Evaluation and Planning Unit (Unit) and the Policy, Legislation, Evaluation and Communications Division (Division; PLEC).

The Department of Environment and Climate Change (ECC; Department) has broad responsibilities that are a focal point of environmental protection and resource management and use activities throughout the Northwest Territories (NWT). The Manager, Policy, Evaluation and Planning plays an integral role in ensuring timely information is provided and the Department's programs and services are current, well- aligned with governmental priorities, and accessible to interested stakeholders.

Departmental policies and legislation cover a broad spectrum of subject areas related to sustainable resources and environmental management, as well as integrated resource



management. The development of policies and assistance with plans occurs within rapidly evolving governance and corporate structures in the face of a growing population and industry base. Further, the natural resource and environmental regime is shared intricately with federal and Indigenous governments and co-management agencies. As a result, there are few precedents available to guide policy and legislative proposals, so innovative and adaptive solutions are often required. Considerable analysis, including that of risk to the GNWT, must occur to ensure new and evolving Departmental priorities, protocols; policy and legislation reflect current approaches and best practices.

The Policy, Legislation, Evaluation and Communications Division (Division) is responsible for providing expert advice relating to the mandate of the Department, in addition to coordinating the development of new policy initiatives. The Department is responsible for 17 Acts and over 40 associated regulations that cover a broad spectrum of subject areas related to sustainable resources and environmental management. Corporate policy advice directly supports the Department, boards and agencies, senior GNWT officials and the Minister of ECC on the integrated matters of land, water, wildlife, forests, and environmental stewardship. Initiatives include the development and oversight for the implementation of new policies and corporate plans that will advance the GNWT's priorities within the Department's mandate.

The Manager is responsible for the oversight, expert insight, and management, including human and financial resources, related to all policy and interdepartmental matters, and providing expert policy advice to the Minister, Directorate and Senior Management of ECC and other GNWT Senior Management Committees.

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

The Manager also leads Departmental input into initiatives undertaken by other Departments, including central agencies. Activities undertaken by the incumbent impact the operations of the Department, the Minister's office, central government agencies, public agencies and the general public.

RESPONSIBILITIES

- 1. Leads the development and evaluation of policy proposals, managing Departmental, interdepartmental or interagency teams to ensure effective, innovative and broad understandings of the issues of at hand.**
 - Manages the researching, drafting and implementation of new/revised policies.



- Leads, participates in and/or coordinates policy evaluation teams on departmental policy review projects.
- Directs the development of routine policy changes in response to GNWT initiatives or as identified by the incumbent.
- Assesses departmental submissions to ensure they are consistent with the overall priorities, goals and objectives of the GNWT.
- Formulates principles and sets objectives with respect to desired policy results.
- Provides advice and assistance to departmental program managers in identifying and evaluating policy options.
- Provides substantiation of policy proposals to Executive Council, FMB and central agencies.
- Coordinates policy responses to major reports that provide direction to the department.
- Supervises preparation of major presentations by the Deputy Minister and Minister of policy and strategic planning projects.
- Coordinates the review and evaluation of existing policies.
- Develops strategic approaches to dealing with policy issues that have been identified.
- Reviews draft policies to ensure consistency with departmental strategic direction and makes appropriate consideration of the legal, political and financial issues as well as stakeholder concerns.
- Coordinates consultation with GNWT departments regarding policy proposals.
- Develops effective public consultation processes consistent with case law and other legal obligations.
- Coordinates, arranges and participates in necessary public and interdepartmental consultation on departmental policy initiatives.
- Coordinates the development of the Department's position on government-wide initiatives and the initiatives of other departments.
- Provides expert advice on the policy development process.
- Participates on other departmental and interdepartmental committees dealing with issues related to departmental policies, as appropriate.
- Advises on other departmental and GNWT initiatives as requested in order to coordinate with and obtain information on other related departmental and GNWT projects.

2. Manages and coordinates Ministerial, Central Government Agency (Executive Council and Financial Management Board), and Legislative Assembly liaison.

- Manages and directs the monitoring of Executive Council, FMB and Session activities.
- Coordinates submissions to Executive Council and FMB and ensures appropriate follow up is carried out.
- Develops and implements follow-up procedures to ensure coordinated action on Ministerial commitments.
- Coordinates the preparation of comprehensive briefing materials for the Minister and Deputy Minister including briefing material for sessions of the Legislative Assembly,



Standing Committees and Executive Council and FMB meetings as well as other intergovernmental meetings.

- Manages the tracking of Ministerial commitments in the Legislative Assembly, Standing Committees, Executive Council, FMB and other meetings as required.
- Manages the preparation of, or prepares, support materials for the Minister, including returns to questions, Ministerial statements, information items and briefing notes.
- Manages liaison with central agencies such as the Cabinet Secretariat, Management Board Secretariat (MBS) and the Legislative Coordinator, and acts as the Department's point of contact for house planning matters.

3. Coordinates development and implementation of departmental strategic plan.

- Leads the coordination and preparation of the Department's business plan and results reports, including review of submissions and preparation of introductory documentation for the annual business plan.
- Develops strategic planning documents, such as long-term operational plans, Executive Council and FMB submissions and annual reports.
- Participates in departmental planning efforts by facilitating the development of action plans.
- Provides timely, strategic advice to the Department's Senior Management Committee on major policy issues affecting ECC and liaise with key representatives from other departments to resolve these.
- Develops and manages performance measurements reports.
- Develops and implements risk management frameworks for the department minimizing and managing any exposure or risk for ECC/GNWT.

4. Implements, monitors, advises and reports on government-wide policies and legislation, recommending innovative and effective means to address identified issues.

- Consults with other departments regarding government-wide initiatives.
- Coordinates the development of departmental positions on government-wide initiatives and the initiatives of other departments.
- Ensures government-wide policies are implemented in the Department.
- Monitors and reports on the implementation of government-wide policies.
- Advises the Director and Senior Management regarding the implications of government-wide policies.

5. Participates in intergovernmental policy activities by developing and or providing Departmental positions and perspective into intergovernmental joint policy initiatives.

- Builds collaborative relationships with stakeholder to facilitate successful policy development and program delivery.



- Liaises, as appropriate, with other departments and governments to accomplish goals within key timelines.
- Represents the Department at Federal/Provincial/Territorial (FPT) meetings related to policy initiatives.
- Contributes to the development of nation-wide initiatives that support the development of modernized policy frameworks.
- Liaises with FPT counterparts in the preparation of joint policy papers.
- Provides research, analysis and recommendations on key issues affecting the department or the GNWT.
- Monitors commitments made at relevant FPT tables.
- Reviews and monitors intergovernmental agreements.
- Maintains constant and effective communication with colleagues across the GNWT and in all other jurisdictions.
- Reviews, evaluates and maintains currency on various issues related to territorial departments and agencies.
- Reviews and assesses materials developed for FPT meetings.
- Provides support for the participation of the Premier, Minister and Deputy Minister in various national-level conferences.
- Liaises with other departments to ensure a consistent, government-wide response to multi-sectorial issues.
- Works collaboratively with other jurisdictions regarding the development of positions and communiqués for Ministers and Deputy Ministers.

6. Manages the human and financial resources of the Policy, Evaluation and Planning Unit in order to meet divisional and departmental objectives.

- Clearly and consistently communicates ECC and the GNWT's visions and priorities to unit staff and other stakeholders.
- Manages unit budget and resources in a fiscally and environmentally sustainable manner.
- Develops and implements annual work plans which establish short- or long-term strategic planning and policy objectives for the department.
- Ensures unit staff have access to necessary resources, supplies, equipment and information.
- Organizes staff, contracts, intergovernmental committees, and information resources.
- Oversees and attends to human resources functions with the Unit, including staffing, training and performance reviews.
- Supports the development of staff and create an engaging and productive work environment.

WORKING CONDITIONS



Physical Demands

No unusual demand.

Environmental Conditions

No unusual demands.

Sensory Demands

The incumbent will be required to capture important subtleties during difficult and often emotionally charged meetings and negotiation sessions.

Mental Demands

The incumbent will be expected to provide the utmost level of accuracy and may experience competing demands, and tight deadlines with information of a confidential nature. Interest based resolutions/answers are required when dealing with those who may have divergent perspectives and demands. The scope of work can involve politically sensitive issues with an ever-present awareness that decisions often have long-range effects.

The job holder may experience long or extended hours during public consultations, sessions of the Legislative Assembly and Standing Committees, and to meet project deadlines.

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding or ability to acquire an understanding of the GNWT organization, environment, culture, and business strategies with the ability to understand, recognize and/or anticipate concerns or problems.
- Knowledge of northern institutions, government systems and communities, as well as the ability to interact with Federal and GNWT departments, Indigenous organizations, community organizations and various communities.
- Knowledge of current events, political factors and issues of the day affecting the NWT.
- Knowledge of Human Resources theories and practices in order to manage and supervise the Policy and Strategic Planning division, including ensuring work plans are in place.
- Knowledge and proficiency with computer software including word processing, database, and electronic mail and communications programs.
- Understanding or ability to acquire an understanding of GNWT policy and negotiations processes.
- 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.



- Ability to devise innovative, consensus- building solutions in order to coordinate and manage interdivisional working groups which often involve diverse and competing interests requiring the incumbent to.
- Ability to formulate innovative and adaptive solutions, as there may be few precedents available to guide policy proposals.
- Research skills and an ability to exercise sound, professional judgment.
- Analytical skills, as well as ability to express ideas, negotiate and communicate effectively.
- 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 in a cross-cultural environment.
- Ability to use tact, persuasion, diplomacy and flexibility.
- 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 resource management, environmental studies, political science, or a related field, along with at least five (5) years in experience in policy, planning or analysis, which include two (2) years of experience with aspects of self-government and intergovernmental initiatives and at least one (1) year of managing or leading a team.

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