



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Policy Analyst	
Position Number	Community	Division/Region
23-14499	Yellowknife	Policy, Legislation, Evaluation & Communications/ HQ

## PURPOSE OF THE POSITION

The Policy Analyst (Analyst) supports the development of policy and planning initiatives matters related to land use and management including development assessment, coordination of land tenure (minerals, oil and gas), land use planning, parks planning and coordination and sustainability management for the Department of Environment and Climate Change (ECC) and participates in the evaluation of policy, strategic programs and processes to ensure that the department conforms to the Government of Northwest Territories (GNWT) directives.

## SCOPE

Located in Yellowknife and reporting to the Manager, Corporate Policy (Manager), the Policy Analyst works with a Senior Policy Analyst who provides expert advice and review to the Department. The Policy Analyst supports the Manager by providing background information, research, drafting of correspondence, and supporting any projects they are working on.

The Policy Analyst liaises with and provides advice to other Divisions in the Department, and supports the development of submissions to Executive Council, Financial Management Board (FMB) and central agencies. In doing so, the incumbent helps to ensure consistent planning and strategic decision-making within the Department's broad mandate. This position plays a role in ensuring efficient and effective management of governmental affairs related to central agencies.

The mandate of the Department 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 position works with the Manager and other colleagues to support the Department's efforts to ensure timely and clear communication both internally to employees and the Directorate, and externally to stakeholders, the public at large and other GNWT departments.

The position communicates regularly with other GNWT departments to ensure joint and coordinates GNWT positions on policy and strategic initiatives. Routinely, the 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 NWT interests.

## **RESPONSIBILITIES**

### **1. Provides policy support to the Department to ensure accurate and timely 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 advice to assist with development of policy, programs, and processes.
- Evaluates existing policies, programs and processes within the Department to determine their effectiveness in meeting governmental priorities.
- Monitors the political, environmental, social, and economic surroundings with respect to implications for the development of the northern economy and the NWT's non-renewable resources.
- Researches alternatives, as well as assesses the political, financial and organizational implications of the alternatives for meeting new objectives for policy.
- Provides coordination in utilizing the expertise of headquarters and regional staff in policy development.
- Drafts briefing materials for the Minister and Deputy Minister, including briefing material for sessions of the Legislative Assembly, Standing Committees, Executive Council and FMB meetings, as well as intergovernmental meetings.
- Drafts support materials for the Minister, including returns to questions, Ministerial statements, information items and briefing notes.
- Provides support to departmental and GNWT strategic planning processes, including the development of strategic planning documents, such as long-term operational plans and results reporting.



2. **Supports the preparation of Ministerial materials, including briefing books, for government liaison related to Legislative Assembly sessions, Executive Council, FMB submissions, and Standing Committees.**
  - Supports the preparation of briefing materials and other documents for Session.
  - Reviews and analyzes documents from Divisions and advises on changes.
  - Drafts information items, decision or discussion papers for Executive Council and submissions for FMB, conducting research, analysis, or environmental scans as appropriate, and ensure appropriate follow-up is carried out.
3. **Performs other policy related duties within the Policy, Legislation, Evaluation & Communications.**
  - Supports maintenance of a system for researching and tracking information, commitments, priorities and strategies.
  - Provides support to the Department when the Legislative Assembly is in Session including drafting Briefing materials for the Deputy Minister and Minister in support of the Main Estimates, Session and Business Plan.
  - Acts as the liaison with regional and field staff on relevant issues.
  - Provides support and advice to Divisions and Regional Offices as they pertain to the mandate of the Department and GNWT.
  - Maintains 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.
  - Drafts presentations as necessary.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands

### **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 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 current events, political factors and issues of the day affecting the NWT.
- Ability to formulate innovative and adaptive solutions, as there may be few precedents available to guide policy proposals.
- Proven research skills and an ability to exercise sound, professional judgment.
- Strong 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 and communicate messages effectively in writing or verbally to various audiences on both communications and policy matters.
- The ability to work cooperatively with others, whether as a member of a team or as an individual.
- 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 two (2) years of broad professional experience in resource development, 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