



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Planning & Evaluation	
Position Number	Community	Division/Region
23-14737	Yellowknife	Policy, Legislation, Evaluation & Communications

## PURPOSE OF THE POSITION

The Manager, Planning & Evaluation directs all the work required within the Department to ensure strategic planning, reporting and evaluation initiatives are managed effectively. This includes coordinating activities related to department-wide strategic and business planning, implementing a comprehensive framework for program evaluation, developing performance measures and targets, developing an integrated risk management strategy, managing the annual work planning process, reviewing, and advising on program policy and other related reporting functions. These activities are undertaken in a collaborative context throughout the Department, including the regional offices. The incumbent's strategic planning, reporting, and evaluation advice directly supports the Department of Environment and Climate Change (ECC) and the Minister of ECC, and senior Government of the Northwest Territories (GNWT) officials.

The activities are carried out in accordance with the policies and priorities of the Minister, Executive Council directives and priorities, and the requirements of the Legislative Assembly. The end results of these activities include the timely production of annual business plans, work plans and strategic plans to guide the sustainable use of public land, the establishment and management of an ongoing evaluation process, supporting and coordinating with Finance and Administration a response to any departmental audits, the regular measurement of the performance of ECC related programs and the development and integration of a risk management framework into existing business planning processes as well as the overall ongoing management of risk for the Department of Environment and Climate Change.

The position is also responsible for ensuring the appropriate information and briefings are provided to the Minister with respect to planned and current initiatives and progress of the Department as it relates to the Department's business plan and in preparation for sittings of the Legislative Assembly.



## **SCOPE**

The Manager, Strategic Planning and Evaluation, is located in Yellowknife and is one of five positions reporting to the Director, Policy, Legislation, Evaluation, and Communications.

The incumbent must work closely with program and senior managers including the Assistant Deputy Ministers and Directors of the Department and other departments in the facilitation of evidence-based decision-making at all levels of departmental activity. Reporting to the incumbent is a Senior Planning and Evaluation Specialist casual employees, interns and students as required. The Manager has wide latitude in setting priorities, assigning work, and establishing deadlines for the Unit.

The incumbent manages the Strategic Planning, Reporting and Evaluation Unit and is responsible for creating and overseeing effective accountability mechanisms for strategic planning, reporting and evaluation functions of the department including the development of frameworks used to implement these functions. The monitoring and evaluation activities undertaken by the Manager impact all Divisions within the Department.

In consultation and collaboration with management and Directorate of the department, the Manager of Strategic Planning, Reporting and Evaluation facilitates business, work plan and strategic planning for the department. The Manager must maintain a broad understanding of Departmental management functions, operational support requirements, and the administrative and program and service delivery needs, and the priorities established by the Legislative Assembly, Cabinet and the Minister.

The Manager provides strategic planning, reporting and evaluation advice to the Minister, Directorate and Senior Management of ECC and other GNWT Senior Management Committees as required. This position plays a pivotal role in the accountability cycle for the planning, delivery, and evaluation of land related programs throughout the NWT. The impact of the activities undertaken by the Manager is felt across all divisions within the Department.

The Manager also leads, informs, and contributes to interdepartmental monitoring and evaluation activities. The position communicates regularly with other GNWT departments to ensure joint and coordinated GNWT performance management and evaluation initiatives. The Manager exchanges information and expertise, contributes and 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 incumbent is required to



present Department-related material and priorities in a way that influences interdepartmental work to ensure Department priorities move forward and are measurable and accountable.

## **RESPONSIBILITIES**

### **1. Manage and coordinate the preparation of the annual business plan (in collaboration with Finance and Administration Division).**

- Prepare and distribute instructions for the preparation of the annual business plan and consult with managers as required.
- Develop the schedule and tasks required to complete the business planning process.
- Oversee and coordinate the collection of and compile management unit input into the business plan and its annual reports and updates.
- Coordinate the development of the narrative aspects of the business plan.
- Compile and draft the business plan submission for review and approval by the Executive Committee.
- Work with Divisions and Directorate to prepare comprehensive briefing binder for the Minister to defend the business plan in front of committee.
- Develop the speaking notes and presentation for presentation at Committee.
- Manage the tracking of commitments made during the business plan defense at Standing Committee and works with program staff to respond to the commitments.
- Work with ECC divisions, other Departments, as well as MBS analysts at the Department of Finance.

### **2. Oversees support for the Minister and Directorate during legislative assembly sittings.**

- Manage and direct the monitoring of Session activities.
- Coordinate the preparation of comprehensive briefing materials for the Minister and Deputy Minister including briefing material for sessions of the Legislative Assembly.
- Manage the tracking of Ministerial commitments in the Legislative Assembly as required.
- Manages the preparation of, or prepares, support materials for the Minister, including returns to questions, Ministerial statements, and briefing notes.

### **3. Develop, implement, and manage a risk management framework.**

- Develop and implement the department's risk management framework in support of the GNWT risk profile.
- Collaborate with senior management in the development and maintenance of the department's risk profile.
- Collaborate with program management in the identification and review of risks.
- Develop and maintain a methodology and cycle for the regular review and revision of



the risk framework.

- Integrate risk management into existing business planning initiatives.
- Work with the Department of Finance and represent the Department of Environment and Climate Change on the risk working group.

**4. Develop, manage, and coordinate department-wide strategic planning activities.**

- Develop and implement the departmental strategic plan.
- Ensure programs are informed by sound research and analysis and contain clearly articulated targets and performance measurements.
- Develop and maintain a methodology and cycle for the regular review and revision of the strategic plan.
- Coordinate regular department-wide reviews of the strategic plan.
- Support project management initiatives through facilitation and on-demand support to senior management and program managers.
- Collect, maintain, and analyze data necessary for overall planning, evaluation, and policy development, adhering to established privacy policies.
- Coordinate departmental and senior management strategic workouts and all staff meetings.

**5. Develop, manage, coordinate, and support evaluation strategies designed to measure and monitor the effectiveness and efficiency of programs and services.**

- Develop and maintain a comprehensive process for conducting research, analyzing data, evaluating program and policy effectiveness, and reporting outcomes.
- Collaborate with senior managers and managers to develop practical accountability processes for evaluating performance outcomes and indicators.
- Develop standards, guidelines, and procedures for program/service evaluations.
- Support and assist other divisions in the development and implementation of evaluation strategies for new program/service/policy initiatives.
- Review and develop cross-departmental policies for resource management programs.
- Develop, test, and administer client and staff satisfaction surveys.

**6. Develop, manage, and coordinate the preparation of performance measurement reports.**

- Develop a performance measurement framework in support of department-wide results reporting.
- Identify the indicator set that will form the basis for department-wide performance reporting.
- Manage and coordinate the collection and reporting of performance indicators on an annual basis.



**7. Manage the human and fiscal resources of the Strategic Planning, Reporting and Evaluation Unit to meet divisional and departmental goals and objectives.**

- Assign work, set priorities and deadlines, and motivate and monitor performance of the senior planning analyst, as well as any summer students and interns (as required).
- Manage HR functions, including leave and attendance, staffing actions and performance reviews.
- Manage Unit expenditures and prepare annual budget submissions.
- Act for the Director of Policy, Legislation & Communications as required.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

No unusual demands.

**Mental Demands**

Periods of intense concentration will be required daily, and mental and emotional stress can be expected as a result of managing in a diverse organization with often competing and conflicting issues and priorities.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of business planning methods, processes, and development.
- Knowledge of strategic planning and risk management.
- Knowledge of human resource management practices.
- Knowledge of project management and the ability to lead large and complex projects from development to implementation.
- Ability to analyze, evaluate and interpret a wide range of information and apply it within the unique-socio political environment in the NWT.
- Knowledge of the principles and practices of program and policy evaluation.
- Knowledge of the principles and practices of performance measurement, evaluation, and results reporting.
- Oral and written communication skills, including presentations, briefing notes, charts and graphs, and reports and publications for a wide variety of audiences.



- Ability to build and maintain good working relationships with colleagues throughout the GNWT, with colleagues working across multiple systems in the Department and with partners outside of government.
- Ability to organize and prioritize work, managing competing demands and tight deadlines.
- Ability to perform both as a team leader and as a team member.
- Ability to lead, motivate and counsel staff.
- 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 combination of a university degree in Public Administration, Policy, Planning, and Political Science or a related Social Sciences field, as well as five years minimum experience in planning, performance measurement and analysis, preferably in government including at least one year of management 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