



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Manager, Policy and Planning	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-0311	Yellowknife	Policy, Planning and Communications

## **PURPOSE OF THE POSITION**

The Manager, Policy and Planning is responsible for the development, coordination, review, and provision of strategic advice to the Minister and senior management on all policy initiatives relevant to the mandate of the department. The position provides the department with a detailed understanding of Government of the Northwest Territories policy processes in order to ensure policy and plans conform to Executive Council, Financial Management Board and departmental direction.

## **SCOPE**

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

The Department is also responsible for programming aimed at increasing the use of domestic energy resources and reducing energy costs in the NWT (Northwest Territories), delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.

On behalf of the GNWT, the Department of Infrastructure also carries the responsibility for strategic planning for the GNWT's (Government of the Northwest Territories) long term investment in the development of public transportation and energy production and

distribution systems for the NWT, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

Located in Yellowknife and reporting to the Director, Policy, Planning and Communications, the Manager, Policy and Planning works with and provides support to staff and senior managers across the Department in headquarters and the regions, and provides strategic advice and recommendations to Directors, Regional Superintendents, Assistant Deputy Ministers, the Deputy Minister, and the Minister. This role contributes to departmental Cabinet and Legislative Assembly documents and materials for the Standing Committees of the Legislative Assembly. The incumbent provides advice and coordinates responses regarding the varied policy issues that arise related to Departmental programs and services, and departmental activities in general. The incumbent must be able to develop policy solutions and approaches that further the strategic direction of the Department's key activities.

This position provides timely, strategic advice to the Department's senior management on a range of policy and strategic planning issues and initiatives impacting program delivery. This position liaises with key representatives from other departments, particularly the Department of the Executive and Indigenous Affairs, on matters relating to policy development and strategic planning and reporting. Sound knowledge of GNWT priorities and policy requirements is essential.

The Manager, Policy participates in departmental and cross-department initiatives, working closely with others in government and at times as the project lead, to develop strategies and approaches. This involves assisting in the development of policies and strategic initiatives, as well as conducting research and analysis to support these priorities.

## **RESPONSIBILITIES**

### **1. Manages and coordinates the development and review of policy proposals and other governing instruments.**

- Manages the researching, drafting and implementation of new/revised policy.
- Leads, participates and/or coordinates policy evaluation teams on departmental policy review projects.
- Directs the development of routine policy changes in response to GNWT initiatives or changes in the department's mandated programs.
- Assesses departmental submissions to ensure they are consistent with the overall priorities, goals and objectives of the GNWT.
- Formulates principles and setting 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, Management Board Secretariat and central agencies.
- Coordinates policy response to major reports that provide direction to the Department.

- Supervises preparation of major presentation or briefing materials required by the Deputy Minister and Minister on policy and strategic planning projects.
- Coordinates the review and evaluation of existing policies.
- Develops strategic approaches to dealing with current and emerging policy issues.
- Reviews draft policies to ensure consistency with departmental strategic direction, while appropriately considering the legal, political, and financial issues along with stakeholder concerns.
- Coordinates as appropriate the consultation with GNWT departments regarding policy proposals.
- Contributes to creating an 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 processes.
- Participates on other departmental and interdepartmental committees dealing with issues related to departmental policies and strategic initiatives, 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 and Legislative Assembly support.**

- Manages and directs the monitoring of Cabinet, Financial Management Board (FMB) and session activities.
- Coordinates submissions to Cabinet 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 Cabinet and FMB meetings, as well as intergovernmental meetings.
- Manages the tracking of Ministerial commitments in the Legislative Assembly, Standing Committees, Cabinet, 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 and the Legislative Coordinator and acts as the Department's point of contact for house planning matters.

## **3. Coordinates the strategic planning activities of the Department.**

- Manages the coordination and preparation of the Department's business plan and results reports

- Contributes to the development of strategic planning documents, including Executive Council and FMB submissions, and annual reports
- Coordinates and reviews departmental planning activities in support of the provision, operation and maintenance of public infrastructure facilities.
- Provides independent analysis in the review and evaluation of overall departmental strategic infrastructure planning activities.
- Participates in departmental planning efforts by facilitating the development of action plans.

**4. Provides direct support to the Minister and manages and co-ordinates the Department's Federal / Provincial / Territorial / Aboriginal inter-governmental activities and responsibilities.**

- Provides expert support and advice to the Minister and senior management on departmental issues pertaining to Federal / Provincial / Territorial / Aboriginal inter-government (F/P/T/A) relations.
- Reviews, evaluates and stays current on various issues related to territorial departments and agencies.
- Co-ordinates and monitors positions taken at the various F/P/T/A tables by the Minister and departmental representatives and ensures positions are consistent with government policies.
- Reviews and monitors intergovernmental arrangements, that are pertinent to the effective management and program development within the department.
- Communicates positions and developments at the national, federal and provincial level to Senior Management.
- Provides research, analysis, and recommendations on key issues impacting the department or the GNWT.
- Reviews and assesses material and advice developed for the Minister for F/P/T/A meetings.
- Provides direct support and advice to the Minister on Western Premiers', Annual Premiers' and First Ministers' Conferences and bilateral meetings with Aboriginal governments.
- Liaises with other departments to ensure a consistent, government-wide response to multi-sectoral issues.
- Negotiates with other jurisdictions regarding development of positions and communiqués for Ministers and Deputy Ministers.
- Represents the Department and GNWT on various F/P/T/A committees.

**5. Participates in intergovernmental policy activities by developing and/or providing departmental positions and perspectives on shared policy initiatives and provides support in the management of intergovernmental activities.**

- 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-sectoral issues.
  - Works collaboratively with other jurisdictions regarding the development of positions and communiqués for Ministers and Deputy Ministers.
- 6. Provides timely, strategic advice to the department's senior management committee on major policy and planning issues affecting the department's key program areas of transportation, facility asset management, Information Technology, recorded information management and energy management.**
- Gathers critical information in order to provide expert advice and consultative services on all issues related to departmental policy and strategic planning initiatives.
  - Provides strategic policy advice to the Department's senior management on major current, new and emerging issues and develops critical positions and approaches.
  - Analyzes and situates policy and strategic planning Issues being addressed by senior management; assesses and advises on steps that would contribute to the advancement or resolution of Issues
  - Liaises and consults with senior management and senior staff from other departments to obtain information, to seek advice and to initiate action on a wide range of policy and strategic planning issues.
- 7. Represents the Department on interdepartmental working groups and meetings.**
- Participates in project teams and committees as assigned.
  - Makes recommendations on departmental positions.
  - Presents and explains departmental positions.
- 8. Manage the human and financial resources of the Policy unit to meet divisional and departmental objectives.**
- Completes human resource activities and responsibilities for the Policy function of the Division.
  - Works with the Director in the hiring of staff for the Policy function of the Division.
  - Actively manages and supervises all direct reports, including assigning work to staff, assessing performance, guiding and mentoring and initiating discipline as and when required.
  - Manages the budget for the Policy unit.

- Ensures staff has access to necessary resources, supplies, equipment and information.
- Informs staff about governmental, departmental and divisional priorities and human resources developments.
- Develops and implements annual work plans which establish short and long term objectives for the unit.
- Identifies training requirements and opportunities for staff.
- Report on discussions/negotiations and make recommendations for further action.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of strategic planning, policy and program development in a government structure.
- Knowledge of the policy framework within the NWT and in other jurisdictions.
- Knowledge of northern institutions, corporations, government systems and communities,
- Knowledge of the theory and practice of public administration, political science, economics, socio-economics, intergovernmental relations, demographics, and statistics, in order to provide specialized professional research, analysis and policy development.
- Knowledge of project planning and program evaluation theories and principles, including scheduling, costing, financial management and project delivery.
- Knowledge of current events, political factors and issues of the day affecting the NWT.
- Knowledge of computer software including word processing and Internet applications.
- 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.
- Organizational project management skills and the coordination and management of interdivisional working groups often involves diverse and competing interests requiring the incumbent to devise innovative, consensus-building solutions.

- Ability to develop, analyze and articulate various policy options aimed at increasing understanding, acceptance or resolution.
- Ability to interact effectively with Federal and GNWT departments, Aboriginal organizations, community organizations and various business communities.
- High level of writing skills when drafting policy, analyses and position papers to convey information and recommendations,
- High level of verbal skills to communicate in a variety of settings, negotiating positions and exchanging information.
- Ability to develop and express analyses, ideas, concepts, judgments and recommendations to professionals and lay people in a clear and concise manner using appropriate verbal, written and graphic means.
- Management skills to lead, plan, organize, coordinate and complete complex and concurrent projects independently or in teams within time and resource constraints while monitoring progress and evaluating results.
- Ability to work independently and to manage a workload that includes multiple assignments with potentially conflicting and changing priorities.
- Ability to achieve results within a complex regulatory and political setting.
- Ability to build and sustain relationships with stakeholders, leading teams and supervising subordinate staff effectively.
- Political sensitivity, self-confidence, tact and diplomacy are critical in contacts with stakeholders and politicians.
- Ability to effectively communicate in one of the official languages in addition to English would be an asset.

**Typically, the above qualifications would be attained by:**

Bachelor's degree in business/public administration, public relations or a related field with five years' experience in policy development and evaluation, and a minimum of two years of supervisory experience.

**ADDITIONAL REQUIREMENTS**

**Position Security**

- 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:** Choose a language

- Required  
 Preferred