



## IDENTIFICATION

Department	Position Title	
Infrastructure	Senior Policy Analyst	
Position Number	Community	Division/Region
33-14842	Yellowknife	Policy, Planning and Communications

## PURPOSE OF THE POSITION

The Senior Policy 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 to address the strategic goals and priorities of the Department of Infrastructure and the Government of the Northwest Territories (GNWT).

## SCOPE

The Senior Policy Analyst is located in Yellowknife and reports to the Manager, Policy. Working independently on complex files within a legislative framework, the work is generally assigned based on approved strategies and Departmental objectives.

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 Northwest Territories, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

The Senior Policy Analyst's responsibilities include providing advice on, and participating in the development of, new policies and corporate plans; the review of existing policies and strategic, corporate, budget, and business planning documents; identification, assessment, and mitigation of risk associated with departmental activities, and the production of Ministerial briefings and correspondence, submissions and decision papers, which have a supportive effect on the operations of the Department, and related publications. The incumbent's recommendations may have an impact on GNWT policy.

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 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 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 Infrastructure and GNWT interests.

The position will work with the Manager of Policy 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 Department, and externally to stakeholders, the public at large and other GNWT departments.

## **RESPONSIBILITIES**

- 1. Provide analysis and advice on complex 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.**
  - Evaluate existing policies, programs and standards, procedures and processes to determine their effectiveness in meeting Infrastructure and GNWT priorities.
  - Identify policy and program goals and objectives in support of the Department's mandate and strategic initiatives.
  - Research issues and draft correspondence and documents for signature by the Deputy Minister or Minister in response to a wide range of policy matters.

- Prepare major research reports and position papers on complex, high profile, and intergovernmental relations issues, for the assigned portfolio; provide expert advice on priorities for the development of policy, programs, and processes.
- Identify alternative approaches to meet policy and program goals and objectives and provide an analysis of their political, financial and organizational implications
- Communicate and coordinate with departmental divisions and regional operations to access knowledge and expertise relevant to effective policy and program development.
- Record, maintain, action/assign and follow up on Ministerial commitments made through the Legislative Assembly and Standing Committee processes.
- Liaise and coordinate with GNWT central agencies such as the Cabinet Secretariat and Management Board Secretariat.
- Manage and coordinate 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.
- Provide 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. Provide timely, strategic advice to the department's senior management committee (SMC) on major policy, legislative and communications issues affecting the department's key program areas including facility asset management / operation and maintenance (O&M), transportation infrastructure and systems, technical support services, environmental assessment and remediation, property management, information management, mechanical / electrical regulatory services, fleet management and energy management.**

- Analyze current policy issues with respect to political, environmental, and social factors affecting the need for legislative or procedural response. Needs may arise from the general public, social agencies, local and community governments, non-government organizations and enforcement agencies.
- Take a lead role in the analysis of local and national issues to ensure that NWT legislation meets the needs of the Territories, and is also harmonized with Federal Legislation and that of the various provinces.
- Gather critical information in order to provide advice and consultative services on all issues related to departmental policy and communications initiatives.
- Provide strategic policy and communications advice to the department's Senior Management Committee (SMC) on major current, new and emerging issues and develops critical positions and approaches.
- Analyze legislative, policy and strategic communications issues being addressed by SMC; assess and advise on steps that would contribute to the advancement or resolution of issues.
- Work with Manager, Policy in identifying gaps in policies, procedures and legislation that have the propensity to provide political issues and operational inconsistencies; addresses these with appropriate Senior Managers by providing an overview of the problem as well as potential solutions and recommendations specific to the issue.

- Liaise and consult with SMC members and senior staff from other departments to obtain information, to seek advice and to initiate action on a wide range of policy and communications issues.

**3. Coordinate and monitor interdivisional, interdepartmental and intergovernmental projects and processes as appropriate.**

- Conduct environmental scanning exercises and research in cooperation with divisions, regions and departments;
- Review, analyze, evaluate and revise technical documents in the context of a changing operating environment that is consistent with Executive Council and FMB direction, and ensures linkages to the Departmental and GNWT strategic plans and mandate;
- Research and identify strategic goals in support of Departmental management objectives; and
- Establish terms of reference, task lists and assignments, and project schedules, and manage the progress of working teams.

**4. Provide communications support to ensure coordination and timely delivery of communication related to key policy issues, changes, and developments.**

- Advise on effective public consultation processes ensuring consistency with previous consultations, existing agreements, case law and other legal obligations.
- Develop and review Departmental submissions for Executive Council and FMB and ensures appropriate follow-up is carried out;
- Follow up on Ministerial commitments made through the Legislative Assembly and Standing Committee processes;
- Maintain and update on-going issue files.
- Co-ordinate Ministerial approvals for communications items.
- Assist Departmental colleagues in the preparation of public information materials, presentations and other materials for distribution.
- Assist in the development of marketing and promotional tools for departmental Divisions.
- Provide safe, secure storage (hard copy and computer based) of all relevant material/submissions from the Legislative Assembly, Standing Committees and Executive Council.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of cabinet, legislative and policy processes and protocols
- Thorough knowledge of existing Department legislation
- Ability to develop new legislation, acts, agreements, frameworks, strategies and policies and policies
- Knowledge of northern institutions, corporations, government systems and communities
- Knowledge of current events, political factors and issues of the day affecting the NWT
- Ability to interact with Federal and GNWT departments, Aboriginal organizations, community organizations and the various business communities
- Knowledge of the theory and practice of public administration, political science, economics, socio-economics, intergovernmental relations, demographics, and statistics
- Knowledge of principles, methodologies and practices related to aspects of corporate planning.
- Excellent analytical skills
- Demonstrated ability to express ideas and communicate effectively; the ability to analyze critically and suggest an appropriate means of action
- Ability to analyze and articulate various policy options
- Ability to formulate innovative and adaptive solutions
- Organizational project management skills and the coordination and management of interdivisional working groups
- Strong research skills and the ability to keep abreast of new trends and best practices in order to facilitate harmonization with other jurisdictions
- Ability to recognize stakeholder needs and develop effective collaborative relationships
- Ability to work in a cross-cultural environment
- Ability to exercise sound, professional judgment and to use tact, persuasion, diplomacy and flexibility.
- Ability to provide recommendations, expertise and communicate messages effectively in writing or verbally to various audiences on both communications and policy matters
- Knowledge of computer software including word processing, database, and electronic mail and communications programs.

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

Bachelor's degree in business/public administration, public relations, law or a related field with at least five years of broad professional experience in policy development and implementation, communications development and evaluation of policy and/or legislation.

**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 applies)

- 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

**Aboriginal language:** Choose a language

- Required
- Preferred