



IDENTIFICATION

Department	Position Title	
Infrastructure	Manager, Federal Relations	
Position Number	Community	Division/Region
33-15363	Yellowknife	Corporate Services

PURPOSE OF THE POSITION

The Manager, Federal Relations develops, negotiates implements and manages agreements between the Government of the Northwest Territories (GNWT) and the Federal Government related to investments in public infrastructure in the Northwest Territories. These infrastructure projects will result in improved intercommunity mobility, socio-economic opportunities and more resilient infrastructure across the Northwest Territories

SCOPE

The Manager, Federal Relations (Manager) is located in Yellowknife and reports to the Director, Corporate Services.

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 planning, design, project management, construction, acquisition, operation and maintenance of government infrastructure, including airports, buildings, ferries, highways and bridges, and to promote the development and increased use of energy efficient technologies. The department is also responsible for the provision of motor vehicle and mechanical/electrical/elevator regulatory safety services to the public, the provision of petroleum products to communities that are not serviced by the private sector, environmental assessment and remediation, property management, disposal of surplus property and goods, fleet management, and the marine transportation of cargo to Northwest Territories communities.

The Corporate Services Division provides services to support the achievement of departmental objectives and to provide reporting to the Department of Finance. This includes financial and contract administration, oversight and advice, resource and capital planning, financial management and control, and management of federal agreements. The division also provides



records management, management and maintenance of various corporate plans including the Emergency Management Plan, the Business Continuity Plan and the Human Resource Plan, provides direction, and oversee the implementation and reporting of program evaluation, key performance indicators, and continuous improvement initiatives.

The Manager supports the GNWT's actions to secure and plan for new federal infrastructure funding, including the coordination of GNWT project funding applications, negotiation of contribution agreements with the Government of Canada (Canada), and ensuring implementation, monitoring and reporting requirements are met.

Canada, through various funding programs such as the 'Investing in Canada Plan', the 'Arctic Infrastructure Fund' and the 'Building Communities Strong Fund' has allocated significant new funding in infrastructure development to create long-term economic growth, support a low-carbon green economy, and build inclusive communities. The GNWT and Canada have concluded an Integrated Bilateral Agreement that will provide \$761 million in funding for investments in infrastructure in the NWT. Projects under this agreement will be managed by various Divisions and Departments across the GNWT.

The GNWT is also receiving \$292 million under the federal New Building Canada Plan (BCP), as well as funding under the National Trade Corridor Fund, including \$140 million for the MVH and anticipated significant funding for the SGP.

In addition to funding under the ICP, BCP and NTCF, the GNWT is receiving funding under other federal infrastructure programs such as the Oceans Protection Plan, Disaster Mitigation Adaptation Fund, and the Low Carbon Economy Leadership Fund, and has the opportunity to apply for funding under various other federal programs targeted at infrastructure investments in the NWT.

Major infrastructure programs in the NWT will be funded jointly by the GNWT and the Federal Government through the negotiation of bi-lateral agreements. The Manager has the responsibility to lead the planning, negotiation, implementation, monitoring and reporting on agreements with the Federal Government for infrastructure projects funded by the federal government through collaboration with other business units in the Division, the Departments of Infrastructure, Finance, Justice, Municipal and Community Affairs and other GNWT departments. The Manager also provides advice to senior management in the GNWT regarding federal infrastructure funding programs.

The combined total value of agreements over which the Manager has responsibility for oversight and administration is over \$1 billion, which is expected to increase as future funding opportunities become available. The Manager is the lead negotiator for the GNWT and has decision-making authority within Cabinet-approved mandates. The Manager also participates on Federal/Provincial/Territorial Working Groups relating to the negotiation and



implementation of the agreements

The Manager ensures adequate information is available for proper decisions regarding infrastructure investments for Senior Management, Deputy Minister oversight committees, and the Financial Management Board. The Manager ensures that the implementation of federal infrastructure programs achieve the goals and objectives of the GNWT while following all appropriate guidelines set out by GNWT policies and regulations.

The Manager works independently and with minimal supervision. The Manager provides expert advice to senior managers across the GNWT, particularly the Departments of Finance and Municipal and Community Affairs, for all aspects relating to the negotiation, implementation, monitoring and reporting requirements pursuant to these agreements.

The Manager works with staff across the Department of Infrastructure, as well as staff from other Departments to coordinate and obtain input in developing applications for federal funding, and undertake associated planning, implementation, monitoring, reporting, and other financial requirements. The Manager will often present the results of their work to Senior Managers and Deputy Minister oversight committees. The Manager works with Senior Managers in the Department of Finance to ensure the impact on GNWT appropriations, fiscal responsibility and borrowing limits are considered.

The Manager may manage work carried out by consultant and contractors. The Manager is responsible for developing and implementing the Requests for Proposals process and for management of consultants and contractors once a successful proponent has been identified.

The Manager manages the human and financial resources of the Federal Relations Unit.

RESPONSIBILITIES

1. Oversees the application, negotiation and implementation of agreements and arrangements with the Government of Canada for the funding of infrastructure projects.

- Develops the detailed business case to support the application for GNWT strategic infrastructure projects in collaboration with Departmental colleagues and colleagues in the Department of Finance and other Departments as required.
- Coordinates development of applications by the Department and other GNWT Departments for federal funding for infrastructure projects.
- Provides advice to other GNWT Departments on approach to negotiating and implementing agreements with the Federal Government for funding of infrastructure projects.



- Develops and coordinates Financial Management Board submissions to obtain a negotiating mandate for the federal agreements, in consultation with relevant Departments as required.
 - Works with the Departments of Justice and Finance to ensure applications meet the requirements pursuant to the Financial Administration Act, the Financial Administration Manual, and other relevant legislation and GNWT policies and procedures.
 - Provides expert advice to senior managers across GNWT Departments with regard to compliance with terms and conditions of agreements with the federal government.
 - Works with the Department's Senior Management team and the Senior Management of other affected Departments to develop and prioritize GNWT projects for funding requests to the Government of Canada.
 - Monitors the financial expenditures of the projects and reports progress on projects for all agreements between the Government of Canada and the GNWT relating to infrastructure investments.
 - Supervises the administration of the Canada's Infrastructure Reporting Information System (IRIS) on behalf of the GNWT, including maintaining access and security roles for the GNWT.
- 2. Participates on Working Groups and Committees to ensure the GNWT's interests are brought forward and addressed.**
- Working member of the joint federal/GNWT Oversight Committees for Federal Agreements, which provide oversight and management of the terms of the agreement.
 - Acts as the GNWT representative on federal/provincial/territorial working groups and committees that provide direction on the development of the terms of the agreement
- 3. Prepares information for consideration by the Minister, Premier, Financial Management Board, Executive Council and committees of the Legislative Assembly as required.**
- Researches, analyzes and prepares presentations and Executive Council and Financial Management Board submissions and, where appropriate, develops options and recommendations.
 - Prepares and coordinates intra- and inter-Departmental input into correspondence and briefing materials, consistent with Departmental processes and procedures and deadlines for approvals and submissions.
- 4. Manages the human and financial resources of the Federal Relations Unit and contribute to the achievement of departmental objectives.**
- Participates in human resources functions including hiring of staff, performance reviews, and discipline of staff reporting to the position.



- Participates in strategic planning processes leading to the establishment of appropriate and measurable goals and objectives.
- Effectively communicates expectations and performance objectives to staff and monitor and/or evaluate performance at regular intervals.
- Develops staff capability through provision of ongoing advice, direction and support including provision of appropriate training or other development options.
- Ensures staff has access to necessary resources, supplies, equipment and information.
- Inform staff about governmental, departmental and divisional initiatives and priorities
- Assists in divisional budget planning and expenditure management.
- Prepares, manages and controls the applicable section budget by monitoring expenditures, preparing variance reports and taking corrective action as required.
- Develops and advertises Requests for Proposals and award and manage contracts as necessary to retain contractors to undertake planning work for the Department.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will travel to meet with federal counterparts and/or communities and work sites approximately 6 times per year. The work can involve politically sensitive issues and tight deadlines.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting theory, generally accepted accounting principles, and financial reporting requirements.
- Knowledge and experience preparing year-end working paper files and financial reports and analysis supporting financial accounts and administration of third party agreements.
- Knowledge of contract law, a public contracting environment and contract administration concepts and procedures.
- Knowledge of all aspects of financial and budgetary planning and analysis and operations, including third party agreements.



- Understanding of public service accounting requirements.
- Knowledge of methods, techniques and practices of consensus building and negotiating and of practices related to consultation, facilitation and conflict resolutions.
- Knowledge of basic planning, design and construction of infrastructure projects.
- Knowledge of supervisory practices to manage the activities of the staff, to monitor the progress of projects, to evaluate performance, to recommend training and professional development.
- Knowledge and understanding of northern environmental and development-related issues, as well as northern history and culture.
- Knowledge of budgeting and financial management to manage the unit's budget and expenditures.
- Organization, writing and communications skills, including record-keeping and documentation.
- Analytical, consulting, problem solving skills, combined with common sense and creativity.
- Managerial, leadership and supervisory skills.
- Interpersonal and communication skills to make convincing and persuasive arguments.
- Planning and organizational skills to meet work schedules and critical milestone dates, and to co-ordinate and organize own and subordinates' work activities with competing priorities in a multi-task work environment.
- Computer skills, including accounting spreadsheets, databases and word documents.
- Ability to gather information during presentations, meetings, consultations or negotiations involving a broad range of individuals including senior government officials, members of Indigenous governments and communities, lawyers, scientists and academics to the members of the public.
- Ability to provide expert advice on the views, interests and positions of Indigenous governments, communities and community members.
- Ability to remain calm under pressure while working within tight deadlines.
- Ability to deal with individuals where there is a high degree of tact and diplomacy required.
- Ability to work in a multi-cultural environment.
- Ability to work collaboratively in a team setting.
- Ability to work within budget constraints.
- Ability to think critically and use good judgment.
- Ability to research, evaluate, gather and compile information.
- 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 relevant degree or accounting designation, with five years of financial management experience, including contracts and financial analysis; including one year of supervisory or 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