



IDENTIFICATION

Department	Position Title	
Infrastructure	Federal Agreement Specialist	
Position Number	Community	Division/Region
33-15366	Yellowknife	Corporate Services

PURPOSE OF THE POSITION

The Federal Agreement Specialist coordinates the development, implementation and monitoring; and advises on negotiations, documentation, analysis and reporting on strategic infrastructure projects. The position provides objective analysis, support, advice and direction to capital planning decision makers in various Government of the Northwest Territories Departments on federal funding programs. These strategic infrastructure projects will result in improved intercommunity mobility, socio-economic opportunities and more resilient infrastructure across the Northwest Territories.

SCOPE

The Federal Agreement Specialist (Specialist) is located in Yellowknife and reports to the Manager, Federal Relations, in the Department of Infrastructure's Corporate Services Division.

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 Specialist supports the GNWT's actions to plan for and secure new federal infrastructure funding, including the coordination of GNWT project funding applications, negotiation of contribution agreements with the Government of Canada (Canada). The position also ensures 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. Canada has established the Canada Infrastructure Bank to invest in projects that are in the public interest and generate revenue by attracting private and institutional financing.

The Specialist is responsible for the administration, documentation, analysis, and planning that supports the application to the Federal Government for funding, and the negotiation and implementation of Agreements for federal funding. These multi-year funding agreements can total over \$1 billion.

The Specialist works with staff across the Department, 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 Specialist works with minimal supervisions. Occasional meetings are required with the Manager to ensure that the Specialist is meeting deliverables on-time and within budget.

RESPONSIBILITIES

1. Fulfills duties of administration, documentation, risk management, analysis, planning, and application of GNWT-federal funding agreements and strategic infrastructure projects.

- Develops detailed business cases for funding under various federal programs
- Provides expert advice to decision makers regarding negotiation of federal funding agreement eligibility and funding criteria as it relates to the GNWT's strategic infrastructure needs and fiscal environment.
- Undertakes necessary consultations to obtain input from all affect parties including other levels of government and Indigenous organizations and stakeholders.



- Consults with other Divisions and Departments to ensure communication and coordination of participation in various strategic infrastructure projects.
- Researches and seeks out additional federal funding opportunities.
- Completes ongoing risk management functions as required under federal funding agreements, including gathering information and assesses the likelihood and potential impact of cost overruns or project delays on eligible projects.
- Prepares submissions, including planning and prioritizations, on federal funding agreements, including ensuring that northern realities such as the increased costs of construction, relative to the south and the northern infrastructure deficit are given consideration.
- Conducts or coordinates annual project audits as required.
- Conducts annual project reporting to the federal government to fulfill GNWT requirement for federal funding eligibility for strategic infrastructure projects.
- Conducts retrospective analysis of completed funding agreements to inform decision makers of trends and opportunities for improvement in future agreements.

2. Applies financial and technical expertise in the preparation of Financial Management Board (FMB) Submissions on a regular basis.

- Analyzes large volumes of data and program detail to build business cases to support funding requests.
- Works closely with senior managers within the Department of Infrastructure and other GNWT Departments to ensure program operational requirements are taken into consideration when making recommendations for funding.
- Writes FMB submissions, based on conclusions and recommendations made as a result of the data analyzed and information collected from program experts.
- Performs ongoing analysis and costing to inform and write FMB submissions to substantiate the ongoing need for funding previously approved.
- Monitors spending to ensure compliance with FMB directions with regards to funding approved.
- Prepares briefing materials for the Minister.

3. Ensures the obligations of the Integrated Bilateral Agreement with Canada for the Investing in Canada Infrastructure Plans are met.

- Develops and supports the development of funding proposals for specific projects and business cases for financial resources to administer federal funding programs.
- Completes financial claims and progress report requirements under the agreement(s) on behalf of multiple Departments in the GNWT.
- Supports other GNWT departments in the development of their project proposals and the preparation of documentation to satisfy any reporting requirements under the agreement(s).



- Administers, maintains and grants secure access to the federal government's Infrastructure Reporting Information System
- Oversees the reporting by all GNWT departments in the federal government's Infrastructure Reporting Information System (IRIS).
- Liaises with the federal government on behalf of the Department of Infrastructure and other GNWT Departments.

4. Ensures maximum effectiveness and value for GNWT infrastructure projects.

- Ensures ongoing consultation with various federal officials regarding federal and GNWT respective program plans and ensures appropriate GNWT and federal input in setting priorities.
- Analyzes all program alternatives using differing standards and funding scenarios and reports program impacts on department goals and objectives.
- Prepares recommendations and reports for senior management and Ministerial approval. In particular, prepares funding approval correspondence from the Deputy Minister or Director to external stakeholders.
- Ensures that the GNWT is fully aware of federal plans and that GNWT and federal plans complement each other for best overall value and effectiveness.
- Promotes GNWT policies and objectives.
- Promotes maximum local and northern involvement and benefit in the planning, construction and operation of federally owned facilities.
- Ensures appropriate ongoing consultation with neighboring provinces and territories on programs and projects of joint interest.

5. Other duties:

- Undertakes transportation planning, economic feasibility, and research studies individually or as member of the team/task force.
- Consults with counterparts in other jurisdictions, transportation authorities and professional organizations with respect to information needs for transportation planning, management and research, to ensure that policies, methods and practices in the NWT are consistent with industry standards.
- Researches issues and prepares reports, responses and briefing notes for the Minister and Deputy Minister.
- Provides advice, support and guidance to other departmental staff on capital planning issues as it relates to federally funded infrastructure.
- Undertakes field inspection and site visits as necessary to consult with stakeholder to ascertain needs and status and condition of existing or proposed transportation facilities and sites.
- Instructs and supervises consultants, casual/summer staff and other departmental staff in support of the position's mandate as required.



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 project planning and program evaluation theories and principles, including scheduling, cost estimation, financial management and project delivery.
- Knowledge of northern infrastructure construction conditions and practices.
- Knowledge of the geographic and cultural factors affecting stakeholders' needs and how this affects the delivery of capital projects.
- Knowledge of Microsoft Excel and federal Infrastructure Reporting Information System
- Knowledge of transportation planning methods, research and economic feasibility studies, and data collection and analysis.
- Knowledge of Infrastructure planning, design, and construction and operation.
- Knowledge and awareness of northern concerns, issues, history and culture.
- Knowledge of the financing and procurement process.
- Knowledge of financial planning and budgetary development concepts.
- Knowledge of financial theories, principles and processes – particularly in relation to funding and expenditures analysis.
- Interpersonal skills to negotiate with committees and co-workers in order to resolve disputes and communicate complicated technical information.
- Interpersonal skills to facilitate capital planning and project decision-making, manage conflicts, negotiate solutions, and resolve disputes to promote sound planning.
- Analytical skills to manage or evaluate project results against objectives.
- Oral and written communication skills to convey or solicit information about the capital planning process for a variety of audiences.
- Problem solving ability to manage or bring resolution to problems encountered during the capital planning process.
- Decision making ability to manage timely progress within objectives.



- Ability to work under tight deadlines and changing priorities.
- Ability to prioritize and manage work to meet competing and often tight deadlines.
- 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 degree in accounting, business, planning or a related field, and three years of relevant 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