



## IDENTIFICATION

Department	Position Title	
Infrastructure	Senior Advisor	
Position Number	Community	Division/Region
33-15792	Yellowknife	Directorate/HQ

## PURPOSE OF THE POSITION

The incumbent is accountable for providing strategic analysis and advice on major policy, program, and operational issues affecting Infrastructure (INF). The Senior Advisor is directly responsible for providing senior policy support services as well as providing co-ordination, facilitation and analysis services to the Deputy Minister.

While this position has limited direct control over financial and human resources, it has significant influence on the overall direction of the department and decisions made regarding its annual operating budget.

## 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, 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 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.

The Senior Advisor is located in Yellowknife and reports to the Deputy Minister. The position contributes to the development of new approaches to government strategies, policies and program development related to the Department's programs and is accountable for strategic analysis and advice to the Deputy Minister on major legislative, policy, program and operational issues affecting the department.

The Senior Advisor functions at the most senior level in the department and must possess a wide mix of managerial, communications, analytical, public relations and diplomatic skills as well as a sound knowledge of current and evolving GNWT policies, programs, issues and developments. The incumbent coordinates a number of interdepartmental / interagency subcommittees and interacts with other governmental agencies, community organizations and industry representatives.

INF's policy, program and legislative responsibilities are broad and affect a large and complex network of stakeholders. This environment is compounded by complex co-management regimes, Land Claims and Self-Government Agreements. The DM requires the Senior Advisor to be involved on their behalf in extensive contact, consultation and negotiation with other departments and agencies, the provinces/territories, various stakeholders and interest groups. The Senior Advisor supports the Minister and Deputy Minister in their roles with the Energy and Climate Change Committees. The Senior Advisor also supports the Minister and Deputy Minister in their roles with federal/provincial/territorial Transportation, Public Works and Infrastructure committees.

The Senior Advisor provides strategic advice to the DM on major INF issues and initiatives. As well the Senior Advisor develops positions and approaches that reflect a very high level of political, economic and social sensitivity and responsiveness.

This position is the main point of contact for the Minister's office. The incumbent must be able to handle the additional responsibility of handling requests for information and direction on various issues that the Minister's office needs assistance with.

Reviews of submissions, policy papers, issue summaries, reports, and correspondence involve identifying and assessing any political implications or priorities, determining areas of overlap, contradiction or lack of internal consistency and coordination, and developing solutions for the DM or the Assistant Deputy Ministers (ADMs) and/or Regional Superintendents.

The Senior Advisor is responsible for monitoring political developments and assessing the priority and relevance of critical policy and program documents, papers, submissions, news releases, information and other material flowing in and out of the DM's office, for ensuring that such documents and material are in compliance with policy decisions and that they are accurate from a territorial policy perspective, and for ensuring that the DM and the

Minister receive timely and relevant material and information that they require on a regular, ad hoc or urgent basis.

Another key challenge for the Senior Advisor involves identifying, analyzing and developing solutions to conflicts or overlaps in responsibilities between the divisions and the regions as they pertain to departmental policy and program issues, new initiatives and major events. The Senior Advisor provides advice, guidance and interpretations to the headquarters divisions and regions on the intent and purpose of action or other requests made by the DM and the Minister, on Ministerial procedures and guidelines for the development and handling of formal documents and Cabinet FMB submissions, and on the development of material requested by the DM.

The Senior Advisor serves as the focal point of access to or contact with the DM, and as such, determines the acceptability, relevance, urgency and priority of information or agenda topics for meetings or discussions with the DM. This requires the Senior Advisor to exercise the utmost tact, discretion and good judgment, particularly when dealing with senior public and private sector and elected officials on a wide variety of urgent, highly confidential, political or publicly visible policy and program issues.

The Senior Advisor's scope for personal initiative and freedom of action is considerable and is determined through the establishment and maintenance of confidence and trust with the DM, the ADMs, Directors that report to the DM, the Regional Superintendents and the Minister and their staff. Based on experience and the sensitivity to current policy and program issues, the Senior Advisor assesses a variety of conflicting problems and issues, determines which should be acted upon or referred to a division or region, and establishes the relative priorities and deadlines for the development of appropriate responses. Inaccurate or untimely decisions in this regard could have adverse or negative effects on the DM or the Minister, and could result in a lack of credibility or public embarrassment.

The Senior Advisor participates in meetings between the Deputy Minister and the Minister, and is a member of the Department's Senior Management Committee (SMC). This requires the Senior Advisor to input directly into the development of strategic directions for Infrastructure, and to respond to major policy, program, positions and directions, and to communicate information on decisions taken or action requests to be carried out, and to follow-up and report on the status of such activities or actions. The Senior Advisor must also maintain current with the priorities, decisions, and positions taken by SMC on a broad range of issues and anticipate any trends, directions or issues that may affect the policy, program or management activities of the department, and effectively advise the Deputy Minister, the Assistant Deputy Ministers or the Regional Superintendents.

Since the DM's office is the focus for numerous requests for information and demands for action from members of the public, MLAs, the media, lobbyists and public interest groups, the Senior Advisor is required to deal with, evaluate and assess the sensitivity, urgency, relevance and priority of such requests, and to report them to and/or consult with senior departmental executives in the development of appropriate responses.

## **RESPONSIBILITIES**

### **1. Providing strategic analysis and advice to the DM on major policy, legislation, programs, and operational issues affecting INF by:**

- Gathering critical information in order to provide expert advice and consultative services on all issues related departmental programs
- Conducting research in support of policy, planning and management initiatives
- Evaluating decision papers, policy proposals, planning, and management initiatives
- Providing the DM and Divisions with another perspective on the strategy, and/or content of departmental information
- Providing strategic advice to the DM on major current, new and emerging INF policy, program, operations, and divestiture issues and develop critical positions and approaches
- Analyzing and situating issues being addressed in the Directorate and discussing feedback with the DM, SMC, and Minister's Office; assessing what more could be needed or would contribute to the advancement of the issue
- Liaise and consult with Senior Management Committee members, Ministerial staff, senior officials from other departments at territorial, provincial and federal levels, Aboriginal organizations, private industry, and various stakeholders, to obtain information, to seek advice and to initiate action on a wide range of subjects on behalf of the DM

### **2. Managing the daily operations of the Directorate office by:**

- Manage the \$1.9M financial budget of the Directorate division; provide cash- flow projections, quarterly/monthly variance reports and confirmation of payroll distribution
- Coordinate work plans for a staff of three Administrative Assistants to the ADMs located in the Directorate
- Foreseeing upcoming issues and taking action to support the DM's needs and assist the incumbent in meeting commitments to the Minister and/or colleagues
- Managing tasks and projects to improve services; participating on project teams, working groups and interdepartmental committees as a representative of the Directorate
- Providing leadership and facilitating the development and maintenance of a co-operative working environment within the Directorate, with the Minister's Office and with Divisions
- Planning and directing the smooth operation and administration of the DM's office, and manage approved human and financial resources
- Directing the review of all correspondence, material and issues referred to the DM's office, assess and determine their relative priority, sensitivity and urgency, and expedite those matters of urgent concern to the DM and /or the Minister

**3. Managing information requirements by:**

- Determining the extent and purpose of information requirements
- Making others (DM's staff, SMC and department staff) aware of information requirements
- Initiating action to obtain information within very precise time frames
- Providing direction on format, content and style to divisions within INF and establishing time frames for receipt of such information
- Responding to requests for information from the DM, following up on departmental action required, action work as necessary or when urgent issues require a response, and contributing to the co-ordination and facilitation of the work flow in the Directorate

**4. Providing the support necessary to coordinate briefing and submissions material by:**

- Directing the review, analysis, coordination and acceptability of briefing material, notes, background material, speeches, Ministerial correspondence, submissions, and other information submitted from all areas of the department for the approval of the DM
- Providing feedback and opinions of the DM to INF staff on briefing material, correspondence, etc. which they have prepared and recommending approaches and strategies

**5. Establish and maintain effective communication links between the Minister and their staff, the ADMs, Divisional Directors and Regional Superintendents and ensure that executive directions, decisions and action requests as well as the flow of advice, information and interpretations are conveyed with clarity, timeliness and preciseness.**

**6. Assumes project leadership, where appropriate and assigned by the Deputy Minister, over departmental-wide and/or intergovernmental initiatives including but not limited to:**

- NWT Alberta Memorandum of Understanding
- National Council of the Federation
- Development of departmental Succession Plans
- Input into departmental and government-wide strategic planning exercises

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Position is required to deal with politically sensitive situations with tight deadlines on a daily basis.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Must be knowledgeable about the national, provincial/territorial and domestic political environments and other governments' positions and policies and be capable of assessing possible implications for the NWT and the Department.
- Must be able to apply this knowledge in a rapidly changing and challenging environment.
- Must be creative, focused on offering solutions and work well in a team environment.
- Must have an ability to analyze, evaluate and interpret a wide range of information including legislation, policies, provincial/territorial/federal and departmental initiatives. Cabinet and FMB direction, financial data, legislative proposals and strategic plans and apply it within the unique socio-political environment of the NWT.
- Must have knowledge of project management and an ability to manage large and small projects from pre-planning to implementation and evaluation.
- Must have superior verbal and written communication skills.
- Must possess an ability to build and maintain a good working relationship with colleagues throughout the GNWT, and with partners of other governments and organizations.
- Must possess knowledge of issues related to Aboriginal Self-Government and Land Claims in the NWT.
- Must have the ability to effectively represent the Department and its position accurately and professionally.
- Must have knowledge of negotiating and be a strong communicator with diplomatic skills in order to calmly and assertively express and defend the views of the department.
- Must have strong strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Must have strong computer skills including the ability to work with a wide range of computer applications including word processing, spreadsheet and presentation software.
- Must be able to work to deadlines and respond effectively to frequently changing deadlines.
- Must be able to work in highly stressful situations.
- Must be self-directed, display initiative and be creative. The incumbent is expected to work both as a team member and independently with minimal supervision.

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

The completion of a Master's level degree (Business Administration, Public Administration, Political Science) with five years' experience or a bachelor degree and ten years of progressive experience preferably in the fields of government, planning and/or analysis.

**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