



IDENTIFICATION

Department	Position Title	
Infrastructure	Director, Policy, Planning and Communications	
Position Number	Community	Division/Region
33-3439	Yellowknife	Policy, Planning and Communications/HQ

PURPOSE OF THE POSITION

The Director, Policy, Planning and Communications provides leadership to the Division, and is accountable for developing strategic transportation system and infrastructure plans, departmental capital plans, policy and legislative development, internal and external communications including official language services, public access to information, research and development, intergovernmental relations, administering the Community Access program, and providing strategic advice to the Deputy Minister.

SCOPE

Located in Yellowknife, and reporting to the Deputy Minister, the Director, Policy, Planning and Communications (Director) is a member of the Senior Management Committee of the Department.

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

The Director is a member of the Departmental Executive Committee, with associated direct involvement in corporate planning and coordination of strategic management activities. The position works in collaboration with the Assistant Deputy Minister (ADM) Programs and Services, the ADM Asset Management, the ADM Regional Operations and the Director, Corporate Services to provide expert advice and ensure a high level of fully integrated policy, planning, legislative, communications and administrative support is available to headquarters operations and front line regional program delivery services at all times.

The Director represents the GNWT on interjurisdictional committees established to deliberate and guide transportation system planning at the national level. The Director provides leadership and strategic advice for securing and managing multiple federal and third party funding agreements for public infrastructure projects, research and development initiatives in support of the design of and investment in the strategic transportation infrastructure for the NWT.

DIMENSIONS

Reporting Positions: 3 direct, 13 indirect reports

Salaries: \$1.66 million

O&M \$365k

Contributions \$1.5 million (Community Access Program/SADD)

RESPONSIBILITIES

1. Uphold and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. As the lead, the Director is responsible to collaborate and coordinate with other Senior Managers in the development and management of timely concise briefings, advice and materials to support the ADM, the Deputy Minister and Minister.
3. Contribute to the effective management of the Department through positive collaboration and providing a senior advisory role to the Deputy Minister and other senior management of the Department and provide expert advice and support to the Divisions and Regional Offices.



4. Participate in the overall management of the Department by being involved in the development of departmental business plans, main estimates, policies, programs, directives, Cabinet and Financial Management Board submissions and other strategic documents.
5. The Director of Policy, Planning and Communications provides leadership and strategic advice and support in the development and ongoing implementation of policy and legislation relating to energy, air, highway and marine transportation in the NWT, and other public infrastructure.
6. Develop and monitor and report on effectiveness of departmental policy, legislation and communications and to ensure compatibility with overall GNWT mandate, policies, legislation, and programs.
7. Oversees inter-jurisdictional research with federal, provincial and territorial counterparts and coordinates departmental contributions to interdepartmental and intergovernmental policy-related documents, reports, agreements and communications materials.
8. Development of departmental position with respect to land use planning, conservation activities, and lands, resources, self-government and land claim negotiations.
9. Provide oversight of several complex pieces of legislation that affect all users of the public highway system, and ensure any amendments made are appropriate to the NWT context while also ensuring that national, uniform standards are maintained.
10. Coordinating departmental capital planning and long-term strategic public transportation system infrastructure planning.
11. Coordinate the provision of legislative and legal services for the Department.
12. Direct long-term strategic planning activities for public infrastructure, including highways, airports, community access roads, marine facilities and work with public and private sector partners in transportation infrastructure to encourage ongoing investments to continue to improve rail infrastructure, maintain community resupply port facilities and marine services in the NWT, and restore and maintain safe marine operating conditions in ports and key sections of the Mackenzie River corridor.
13. Oversee planning activities for critical investments in major transportation infrastructure projects, including forecasting and identifying options for candidate projects; direct stakeholder consultations and planning studies; identify financial costs and potential funding sources; and making recommendations on priorities for inclusion in the capital planning process.



- 14.** Participate on joint initiatives and committees with other departments, governments, community groups, business and industry and represent the GNWT at the territorial, federal and international level on infrastructure policy and planning matters as required.
- 15.** Maintain effective relationships with the transportation industry, federal, provincial and municipal and Aboriginal governments, the construction industry, and other partners and stakeholders.
- 16.** Secure federal and third-party funding related to capital as well as research and development, and collaborate with other departmental Senior Managers to manage related agreements and reporting.
- 17.** Coordinates departmental responses to requests for information under the Access to Information and Protection of Privacy Act (ATIPP Act). The Director acts as the Department's Access to Information and Privacy Coordinator, acting as the point of contact for the public seeking access to information held by the Department. The Director is responsible for ensuring that requests are dealt with in an appropriate manner and making decisions respecting access and privacy consistent with the NWT ATIPP Act.
- 18.** Provide advice and expertise related to media relations and promotion of the Department's objectives, programs and activities, and oversee the timely delivery of the Department's public safety education and awareness programs.
- 19.** Provides leadership and strategic advice for the development and implementation of internal and external communications, including official language services, access to information, media relations, and public awareness in the support of public safety and the effective delivery of departmental initiatives, programs and services.
- 20.** Oversees the administration and delivery of the Community Access Program, which provides contribution funding to communities to deliver access road and local boating facilities.
- 21.** Coordinates, monitors and reports on the implementation of Aboriginal claims settlement and interim measures obligations by the Department.
- 22.** Monitors Sessions of the Legislative Assembly and coordinates the preparation of Minister's responses to Standing Committees and Members of the Legislative Assembly.
- 23.** Coordinates the preparation of Ministerial and departmental responses to queries from Members and staff of the Legislative Assembly.
- 24.** Manage the Divisional budget within the authorized levels.



25. Select, develop, direct and evaluate direct reporting staff to achieve the strategic, operational and human resource objectives of the Department.
26. Ensure qualified staff are recruited and retained to support ongoing policy development, strategic planning and communications.
27. Ensure there is positive work environment where staff is motivated to provide quality programs and services.

WORKING CONDITIONS

No unusual demands.

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The position deals with changing priorities, conflicting demands, and short deadlines. Travel may occur on a quarterly basis to attend meetings.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of policy and legislative mechanisms in a public service environment.
- Knowledge of policies and legislation relevant to public infrastructure planning and development in the NWT.
- Strategic and analytical thinking and the ability to direct and implement departmental positions, direction and change.
- Knowledge of the northern context, including land claims agreements and ongoing negotiations for settlement of land claims throughout the NWT.
- Knowledge of financial planning techniques such as budget forecasting and variance analysis.
- Knowledge of human resource management techniques such as performance evaluation, succession planning, team and individual motivation, and progressive discipline processes.



- Ability to communicate clearly, both orally and in writing as well as in dealing with committees of the Legislative Assembly, community, federal and Aboriginal government representatives, the media and for representing the department or the GNWT at public engagements.
- Ability to analyze and evaluate complex issues and develop suitable approaches and options to effectively delivery departmental programs.
- Ability to implement change management.
- Ability to act confidently in challenging situations to accomplish tasks and select an effective approach to a task or problem.
- Ability to coach, develop and mentor staff.
- Ability to set work and priorities to achieve operational and strategic objectives.
- Ability to listen, understand and response to underlying issues and concerns in a proactive manner.
- Ability to manage stress.
- Ability to negotiate complex agreements within defined operational mandates.
- Ability to work in a cross-cultural environment.
- 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 post-secondary degree such as Public Administration, Law or Planning; and, 8 (eight) years of relevant experience, including at least 3 (three) years of experience at a managerial level.

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