



## IDENTIFICATION

Department	Position Title	
Health and Social Services	Senior Policy Analyst	
Position Number	Community	Division/Region
49-10758	Yellowknife	Policy, Legislation, and Intergovernmental Relations

## PURPOSE OF THE POSITION

The Senior Policy Analyst leads the development of new, and the enhancement of existing health and social services policies, legislation, and associated instruments. The Senior Policy Analyst will interpret existing policies and legislation and provide expert advice, and is responsible for completing research, consulting stakeholder groups, and advising the Assistant Director, Policy, Legislation, and Intergovernmental Relations, the Department of Health and Social Services' (Department) senior management, and the Health and Social Services Authorities (HSSAs). The incumbent will represent and explain the position of the Department and the Government of the Northwest Territories (GNWT) at inter-departmental and inter-governmental meetings that pertain to the Department's legislation to protect the interests of the health and social services system.

## SCOPE

Located in Yellowknife, the Senior Policy Analyst reports to the Assistant Director of Policy, Legislation, and Intergovernmental Relations and provides direct support to the Minister, Deputy Minister, and Assistant Deputy Ministers, and provides advice and recommendations to senior managers within the Department, the HSSAs, and the Department of Executive and Indigenous Affairs. The incumbent is also responsible for assisting senior government officials with the implementation of specific health and social services intergovernmental strategies.

The Department is responsible for over 30 pieces of legislation and their associated regulations that cover a broad spectrum of subject areas related to health and social services delivery and professional regulation. Considerable and continuous modernization of these pieces of legislation is required in an integrated manner to accommodate the complex and evolving northern, national, and Indigenous governance regimes. The Senior Policy Analyst is responsible for leading the activities of maintaining and amending the legislation and policies of the Department. This includes providing policy and legislative advice and direction to



senior managers in the Department and HSSAs; extensive engagement with Department and HSSA staff and stakeholders, including other government departments, non-government organizations, professional associations, and FPT governments; and working with stakeholders, program divisions, and the HSSAs to ensure the implementation of Departmental initiatives, policies, and legislation comply with federal and territorial statutes.

As it relates to the Department's legislative and policy work, the incumbent is responsible for monitoring, advising, and participating with GNWT senior management in discussions of intergovernmental relations issues and opportunities that affect the NWT. The effective and coordinated representation of the Department and thus successful advancement of NWT interests in intergovernmental matters depend greatly on the cooperation of other divisions and the HSSAs. This internal collaboration, along with ensuring support from other relevant governments, is an important objective of this position.

This role also provides analysis and broad policy and strategic advice on national policies and initiatives, and GNWT priorities, strategies, and initiatives; and provides support to a range of Federal/Provincial/Territorial (FPT) working groups. The Senior Policy Analyst has significant latitude in their work and in providing recommendations and advice and may be called upon to provide advice, guidance, and assistance respecting policy and legislative analysis, development, implementation, and interpretation, and may be assigned to lead other special projects as required.

The Senior Policy Analyst is required to maintain an extensive understanding of social, economic, cultural, and political factors in the NWT and of all programs and services offered by the Department and HSSAs in order to ensure the Department's policy and legislative work reflect the changing needs of the population and the vision of the GNWT. The incumbent may work under tight deadlines with information of a confidential nature and regularly responds to complex, conflicting, and highly sensitive situations that require creative and strategic solutions. Concentration, organization, and attention to detail are essential in this role, and the incumbent is responsible for providing timely, accurate, and appropriate responses. Not meeting these goals will have an adverse impact on the Division's ability to fulfill its mandate and meet its overall goals and objectives. Recommendations based on poor research could also have a negative impact on the Department as well as the HSSAs.

This position works closely and collaboratively with program divisions, the HSSAs, professional associations and other stakeholder groups, FPT governments, as well as the Department of Executive and Indigenous Affairs and legislative drafters and legal counsel from the Department of Justice. The incumbent experiences a very dynamic and fast-paced environment with competing interests held by the Department, HSSAs, GNWT, stakeholder groups, and FPT governments.



One significant challenge faced by governments is that mainstream organizations, like health and social services, cannot be separated from the legacy of colonialism and anti-Indigenous racism in Canada. In health and social services settings, present day anti-Indigenous racism or systemic racism, impacts access to services, quality of care, and health outcomes for Indigenous peoples. This also results in a system that inherently privileges the ideas, needs, and norms of the dominant white settler population, including the privileging of western knowledge over Indigenous approaches and ways of knowing.

The HSS system is committed to addressing anti-Indigenous racism and promoting cultural safety and anti-racism. DHSS staff are expected to honour and promote a culturally safe and anti-racist environment at all times and to interact with clients, families, community members, partners, and colleagues in a relationship-based approach. This involves being tactful, respectful, self-aware, and humble in order to develop and maintain ongoing and trusting relationships.

## **RESPONSIBILITIES**

### **1. Provide expert advice in the areas of legislation and departmental policies.**

- Provide advice regarding the interpretation, evaluation, and analysis of departmental legislation.
- Analyze, provide expert advice, and report to Senior Management on the impact of federal, provincial, and territorial legislative changes, judicial outcomes, and theoretical developments on the administration of departmental activities and health and social services delivery.
- Review draft policies and legislative initiatives to ensure consistency with departmental strategic direction, while appropriately considering the legal, political, and financial issues along with stakeholder concerns.
- Coordinate policy response to major reports that provide direction to, or have legislative implications for, the Department.
- Develop briefing materials to assist in decision-making related to legislative items and legal issues.
- Lead or participate on departmental committees and interdepartmental committees dealing with issues related to departmental policies and legislation, as appropriate.
- Represent the Department's legislative interests with other departments and other governments.
- Provide advice about the appropriate instrument (statutes, regulations, policy, etc.) to govern the achievement of departmental objectives.

### **2. Lead and manage the development of legislative and policy proposals that are consistent with existing legislation and the Department's strategic direction.**



- Determine key conceptual issues; i.e., potential impact on clients, HSSAs, and financial resources.
- Develop plans to research legislation and a wide range of types of policies.
- Evaluate existing policies and legislation to develop options and recommendations for legislative action.
- Conduct basic analysis of the financial implications of policies and legislation.
- Lead engagement and consultation with program divisions, HSSAs, GNWT departments, professional associations, provincial and territorial governments, Indigenous governments, and other stakeholders as required regarding policy and legislative proposals, including analyzing the results of engagement and consultation.
- Research, review, and compile information from a variety of sources, including other GNWT Departments, agencies, non-government organizations, and other jurisdictions.
- Evaluate the quality and reliability of research resources.
- Prepare documents used in the legislative process, including draft legislation, drafting instructions, legislative proposals, and public engagement documents, options papers, and briefing notes, for conformity with standards and policy direction and recommending revisions as required.
- Develop systems for monitoring policies and legislation.
- Assist project teams in the conduct of program evaluation.
- Provide advice about the legislative development process.
- Meet with legal and legislative counsel to ensure draft legislation accurately reflects the intent of the proposed legislation and policy goals of the Department.
- Prepare materials to substantiate policy and legislative proposals for Executive Council, its committees, and related central agencies.
- Develop other governing instruments for health and social services boards, including directives and contribution agreements.
- Prepare presentations and briefing materials required by the Deputy Minister and Minister on policy and legislative projects.
- Develop and propose strategic approaches to dealing with current and emerging policy issues.

**3. Evaluate departmental and GNWT policies and programs to determine their effectiveness in meeting legislative requirements.**

- Review departmental and GNWT policies and other governing instruments to provide advice on specific legal concerns.
- Review departmental and GNWT policy proposals, programs, and activities for compliance with departmental legislation.
- Provide advice on the legal implications of various initiatives that fall within the Department's mandate.
- Recommend policy approaches that would remain consistent with existing legislation or advise on legislative changes required to allow for specific policy approaches.



**4. Assist in the effective response to departmental legal issues.**

- Review policies, programs, and operating procedures to assess and advise on compliance with departmental, territorial, and federal legislation.
- Facilitate departmental requests for legal opinions and refer to Department of Justice for legal advice where necessary.
- Provide advice and support on legal issues as required and propose approaches to dealing with legal issues that have been identified.
- Review documents, including contracts, memoranda of understanding, and proposed policies, and refer for legal opinions where necessary.
- Develop options and provide expert advice to departmental staff on implementation of departmental legislation, as well as other relevant territorial and federal legislation.
- Prepare strategies and supporting documents (briefing notes, Ministerial statements, submissions to the Executive Council and Financial Management Board, and information for Standing Committees as required) regarding any legal proceedings in which the Department may be involved.
- Review requests and provide advice on the disclosure of information under the *Access to Information and Protection of Privacy Act*.

**5. Participate in intergovernmental policy and legislative activities by leading the development of and/or providing Departmental positions and perspectives on shared policy and legislation initiatives.**

- Represent the Department at FPT meetings of related to policy and legislation initiatives.
- Lead departmental contributions for the development of nation-wide initiatives that support modernized legislative and policy frameworks.
- Liaise with FPT counterparts in the preparation of joint policy papers.
- Research, analyze, and develop recommendations on key issues with legislative or policy implications for the Department.
- Monitor commitments made at relevant FPT tables.
- Review and/or develop interdepartmental/governmental protocols and agreements.
- Maintain constant and effective communication with colleagues across the GNWT and all other jurisdictions.

**6. Provides direct support to the Minister and Deputy Minister.**

- Lead the planning, development and implementation of a range of activities to assist Ministers and Deputy Ministers in dealing with broad inter-jurisdictional health and social services matters.
- Provide strategic advice and support on a broad range of issues as required.

**7. Perform other tasks, duties, and functions as assigned by the Assistant Director.**



## **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 legislation relating to the delivery of health and social services in the NWT.
- Knowledge of project management concepts and practices and ability to manage large and small projects, from pre-planning to implementation and evaluation.
- Knowledge of broad constitutional and legislative matters, particularly those applicable to the health and social services sector.
- Knowledge of geographic, social, and political issues and factors which affect the delivery of health and social services in the NWT.
- Knowledge of research and analysis methodologies and the ability to synthesize complex information.
- Ability to read and interpret legislation, regulation, and policy, and to understand the impact of policy changes on programs and services in a way that can be contextualized for colleagues, staff, and the public.
- Knowledge of and/or the ability to acquire knowledge of relevant GNWT programs, policies, and structures.
- Understanding of the impacts of colonization, institutional and structural racism and biases have had on society and the Indigenous population.
- Ability to maintain and/or build strong relationships with key stakeholders, colleagues within the Department, other Departments, and FPT governments.
- Ability to effectively represent the Department and its position accurately and professionally.
- Strategic thinking skills and judgment.





- Cognitive, analytic, and problem solving skills,
- Conceptual, oral, and written communication skills.
- Conflict-resolution skills.
- Time management skills and the ability to organize work under tight deadlines and respond effectively to frequently changing deadlines.
- Computer skills and ability to use with a wide range of computer applications, including word processing, spreadsheet, and presentation software.
- Ability to organize, prioritize, and work under pressure and within tight competing deadlines.
- Ability to manage complex issues of a sensitive and confidential nature.
- Ability to adapt communication styles to multiple cultural environments.
- Ability to engage the public in a culturally appropriate manner both in writing and orally.
- Ability to incorporate the perspectives of all members of the community in decision-making processes.
- Skilled in teamwork with members from a variety of backgrounds and cultures.
- Ability to consider diverse literacy levels across the general population when developing documents and resources.
- Ability to exercise tact and diplomacy in dealing with sensitive issues and negotiating positions across jurisdictions.
- 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:**

An undergraduate degree in the Social Sciences and three (3) years of experience working in policy development, communications, and/or evaluation.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security**

- ☐ 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