



IDENTIFICATION

Department	Position Title	
Health and Social Services	Policy Analyst	
Position Number	Community	Division/Region
49-11395	Yellowknife	Policy, Legislation, and Intergovernmental Relations

PURPOSE OF THE POSITION

The Policy Analyst assists with the development and interpretation of new and existing health and social services policies, legislation, and associated instruments. When developing or enhancing policies or legislation, the Policy Analyst 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 Policy Analyst also represents and explains 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 state the interests of the health and social services system.

As it relates to the Department's legislative mandate, the incumbent also provides analysis and broad policy and strategic support 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 Policy Analyst may also be assigned to assist with other special projects as required.

SCOPE

Located in Yellowknife, the Policy Analyst reports to the Assistant Director of Policy, Legislation, and Intergovernmental Relations. The Policy Analyst works with the Senior Policy Analyst positions in the division to develop legislative and policy proposals and provide advice to the Assistant Director and senior managers in the Department.

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 incumbent is responsible for assisting with the activities of maintaining and amending the legislation and policies of the Department. This includes working with Senior Policy Analysts to provide policy and legislative advice to senior managers 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 also responsible for monitoring, advising, and participating with GNWT senior management in discussions of intergovernmental relations issues and opportunities that affect the NWT.

The Policy Analyst will develop and maintain a good 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 Policy Analyst is responsible for providing timely, accurate, and appropriate responses. A high level of concentration, organization, and attention to detail are essential in this role.

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.

The work must be of the utmost level of accuracy and organization, and requires a high level of concentration and attention to detail. The scope of work can involve politically sensitive issues and tight deadlines with a high degree of intensity. Interest based resolutions / answers are necessary as the incumbent interacts with senior staff and staff in various authorities and divisions who may have divergent perspectives and demands. Decisions often have long range impacts on the health and social services system.



RESPONSIBILITIES

1. Develop 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.
- Engage with program divisions, HSSAs, GNWT departments, professional associations, provincial and territorial governments, Indigenous governments, and other stakeholders 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, in line with standards and policy direction and recommending revisions as required.
- Meet with legal and legislative counsel to ensure draft legislation accurately reflects the intent of the proposed legislation and policy goals of the Department.
- Develop other governing instruments for health and social services boards, including directives and contribution agreements.
- Prepare presentations and briefing materials required on policy and legislative projects.

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

- Review departmental and GNWT policy proposals, programs, and activities for compliance with departmental legislation.
- Identify potential 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.

3. Represent the Department at intergovernmental and interdepartmental meetings related to policy and legislation initiatives.

- Make recommendations on departmental positions for internal consideration.
- Present and explain Departmental position externally, such as at FPT tables.



- Report on discussions and make recommendations for further action.
 - Facilitate departmental contributions for the development of nation-wide initiatives that support modernized legislative and policy frameworks.
 - 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.
- 4. Provide general policy support to the Division, Department, and Senior Management as required.**
- Prepare briefing notes, Legislative Assembly session materials, and responses to correspondence.
 - Interpret existing policy and legislation.
 - Assists in the preparation, assembly, and distribution of documents developed by the division.
 - Participate in project teams and committees as assigned.
- 5. 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 and/or the ability to acquire and apply knowledge of departmental goals and objectives and the political, geopolitical, and economic environment in which Department programs and services are delivered.
- Knowledge of legislation that affects the delivery of departmental programs and services.



- Ability to acquire and apply knowledge of current events, political factors, and issues of the day affecting the NWT.
- Organizational and time management skills.
- Conceptual, oral, and written communication skills.
- Knowledge of research and analysis methodologies.
- Ability to work effectively in a diverse culture, institutional and geographical context.
- Ability to liaise with internal/external groups and other government agencies.
- Ability to work independently and as part of a team in a time sensitive environment.
- Ability to professionally manage meetings, telephone conversations, and electronic correspondence.
- Ability to acquire and apply understanding of the impacts of colonization, institutional and structural racism and biases have had on society and the Indigenous population.
- Strategic thinking ability.
- Ability to manage complex issues of a sensitive and confidential nature.
- Ability to adapt communication styles to multiple cultural environments.
- Ability to consider diverse literacy levels across the general population when developing documents and resources.
- Ability to be self-directed, display initiative, and be creative.
- Computer skills and the ability to work with a wide range of computer applications, including word processing, relational database, spreadsheet and presentation software.
- 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:

A undergraduate degree in the Social Sciences; and two (2) years of experience 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