



IDENTIFICATION

Department	Position Title	
Health and Social Services	Strategic Affairs Officer	
Position Number	Community	Division/Region
49-14571	Yellowknife	Policy, Legislation, and Intergovernmental Relations

PURPOSE OF THE POSITION

The Strategic Affairs Officer provides objective analysis and broad policy and strategic advice on Department of Health and Social Services and government-wide priorities, strategies, and initiatives that considers a number of factors, including: financial, legal, and political impacts, as well as a variety of approaches and perspectives, including those of program experts, stakeholder groups, and other jurisdictions.

The Strategic Affairs officer is responsible for representing and explaining the GNWT's positions at inter- and intra-departmental and inter-governmental meetings; facilitating the participation of the Minister and Deputy Minister of Health and Social Services and the Department of Health and Social Services' senior management in various federal/provincial/territorial (FPT) and other intergovernmental forums; assisting with the preparation of materials to support the Minister and senior management for sessions of the Legislative Assembly, Standing Committees, and other intergovernmental meetings; preparing Cabinet submissions and statutory appointments; and facilitating the development of, and reporting related to, intergovernmental agreements, amongst other duties as assigned.

SCOPE

Located in Yellowknife, the Strategic Affairs Officer (Officer) reports to the Manager, Strategic Affairs (Manager) and provides support to the offices of the Minister and Deputy Minister and the Department's senior management. The incumbent provides services to the whole Department and the three Health and Social Services Authorities, and works closely with the Policy, Legislation, and Intergovernmental Relations unit and program divisions within the Department as well as other government jurisdictions. Daily work is largely undertaken independently with principal points of contact with the Manager for assigned tasks and upon completion of those tasks.



The Officer represents the Department in interdepartmental, intradepartmental, and intergovernmental committees related to health and social services, including FPT meetings and bilateral meetings with Indigenous governments. This position is responsible for preparing materials to ensure the Minister, Deputy Minister, and senior management, and other GNWT Departments as required, are adequately briefed for participation in these forums. This position communicates regularly with the Health and Social Services Authorities and other GNWT Departments to ensure joint and coordinated GNWT positions on policy and strategic initiatives, and frequently needs to work closely with colleagues in other jurisdictions and stakeholder groups within the NWT. The incumbent must participate in and continually monitor political activities at the FPT and Indigenous government levels to anticipate potential impacts in order to provide strategic advice and inform the Department's and GNWT's position at these tables.

The Officer is also responsible for monitoring sessions of the Legislative Assembly, which includes working with the Health and Social Services Authorities, program divisions, and other Departments to prepare briefing materials for the Minister and monitoring and ensuring follow-up on commitments. The incumbent must maintain sound knowledge of governmental and political affairs, operations of the health and social services system, and issues raised by the public that relate to the delivery of health and social services in order to ensure the Minister remains adequately supported.

The incumbent fulfills the other strategic and statutory functions of the Department that relate to health and social services and government-wide initiatives, including preparing Cabinet submissions; coordinating and maintaining up-to-date statutory appointments; facilitating the development of, and reporting related to, intergovernmental agreements; and monitoring, reviewing, and advising on government-wide initiatives. The Strategic Affairs Officer may also participate in other special projects of the division or Department as assigned from time-to-time.

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 incumbent deals with senior staff and staff in various authorities and divisions who may have divergent perspectives and demands. Interest based resolutions/answers are required.

A high level of concentration and attention to detail is essential. Work must be of the utmost level of accuracy and organization. The scope of work can involve politically sensitive issues and tight deadlines with a high degree of intensity. Decisions often have long range impacts on the health and social services system.

RESPONSIBILITIES

1. Provide direct support to the Minister and manage and co-ordinate the Department's Federal/Provincial/Territorial (FPT) and Indigenous Government activities.

- Participate in FPT committees related to health and social services and provide research/analytical support to the work of several ad-hoc committees as necessary.
- Prepare briefing materials and advice to the Minister and senior management on departmental issues pertaining to FPT and Indigenous activities.
- Coordination preparation for FPT conferences (e.g. Health Ministers, Ministers Responsible for Social Services), Inter-Provincial/Territorial First Ministers conferences (e.g. Council of Federation, Northern Premiers, Western Premiers), including briefing HSS senior management on issues of significance to the GNWT.
- Review and assess material developed for FPT and Indigenous government meetings.
- Ensure, to the extent possible, that department officials have adequate and timely information on the outcomes of FPT conferences and meetings.
- Provide research, analysis, and recommendations on key issues impacting the Department or the GNWT.
- Provide support and advice for Western Premiers', Annual Premiers' and First Ministers' Conferences and bilateral meetings with Indigenous governments.
- Liaise with other departments to ensure a consistent, government-wide response to multi-sectoral issues.
- Represent the GNWT's position in negotiation with other jurisdictions regarding development of positions and communiqués for Ministers and Deputy Ministers.
- Review and assist in the development of intergovernmental agreements.
- Coordinate the development and submission of reporting required by intergovernmental agreements.



- 2. Coordinate preparation for Session and support the Minister during Sessions of the Legislative Assembly.**
 - Develop work plans for the Department's preparation for Sessions of the Legislative Assembly.
 - Coordinate the preparation of comprehensive briefing materials and other documents for Session.
 - Monitor Sessions of the Legislative Assembly and advise Departmental staff of relevant discussions and issues.
 - Track commitments and coordinate and track responses to Oral and Written Questions and responses to Motions.
- 3. Coordinate and facilitate administrative processes related to Statutory Appointments and Cabinet submissions, department and GNWT action plans, and other initiatives such as the review of action items for the GNWT Strategic Plan.**
 - Receive requests and track progress through the administrative process to facilitate statutory appointments.
 - Prepare and track Cabinet documents related to submission of Decision Papers, Direct Appointments, Discussion Papers, Legislative Proposals, and Information Items, Standing Committee letters and presentations, speaking notes, and briefing materials.
 - Coordinate updates, revisions, and follow-up to action items in department and GNWT action plans, strategic plans, and other initiatives.
 - Prepare reports for the Manager and Director.
- 4. Advocate and advance GNWT health and social services interests and priorities through relations with other governments and parties outside the NWT.**
 - Effectively and diplomatically represent the NWT and the GNWT when attending intergovernmental meetings.
 - Promote the NWT's interests in the development and implementation of national policies and programs by FPT governments.
 - Review, evaluate, and maintain currency on various issues related to territorial departments and agencies.
 - Research and prepare position papers, reports, and briefing papers on intergovernmental issues.
 - Undertake specific assignments, including canvassing GNWT departments and/or other provincial/territorial governments for information, synthesizing information concisely, and assisting in the preparation of briefing materials for meetings.
 - Assist in ensuring consistent implementation of direction on intergovernmental issues, negotiations, and strategies.
 - Establish, maintain, and coordinate official contacts between the GNWT and Aboriginal, federal, provincial, territorial, and international/circumpolar governments and non-government organizations.



- Assist, as required, in the vetting of reports, position papers, speaking points, etc. prepared by other GNWT departments on FPT or intergovernmental issues for use by Senior Management at major conferences.
- Draft and/or edit correspondence for the Minister of Health and Social Services, the Deputy Minister of Health and Social Services, and other senior management.

5. Participate on special projects as assigned from time-to-time.

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 knowledge of departmental goals and objectives and the political, geopolitical, and economic environment in which Department programs and services are delivered.
- Knowledge of and/or the ability to acquire knowledge of legislation that affects the delivery of departmental programs and services.
- Knowledge of current events, political factors, and issues of the day affecting the NWT.
- Knowledge of geographic, social, and political issues and factors which affect the delivery of health and social services in the NWT.
- Organizational and time management skills.
- Conceptual, oral, and written communication skills.
- Knowledge of research and analysis.
- Ability to conduct research and to keep abreast of new trends in order to facilitate harmonization with other jurisdictions.
- Ability to liaise with internal/external groups and other government agencies.



- Ability to work effectively in a diverse culture, institutional and geographical context.
- Ability to work independently and as part of a team in a high pressure, time sensitive environment.
- Ability to handle meetings, telephone conversations, and electronic correspondence with a high degree of professionalism.
- 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.
- Ability to operate a personal computer with a high degree of proficiency and process their own work (final formatting may be done elsewhere) as well as 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 bachelor's degree in Political Science, Social Sciences, or a related field; and two (2) years of experience in research, analysis, intergovernmental work, and/or policy development.

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