



## IDENTIFICATION

Department	Position Title	
Health and Social Services	Manager, Strategic Affairs	
Position Number	Community	Division/Region
49-17014	Yellowknife	Policy, Legislation, and Intergovernmental Relations / HQ

## PURPOSE OF THE POSITION

The Manager, Strategic Affairs is responsible for leading and managing the Strategic Affairs unit of the Policy, Legislation, and Intergovernmental Relations division. This includes strategic leadership, advice, and coordination of activities respecting federal / provincial / territorial (FPT) and other intergovernmental activities; supporting the Minister and senior management for sessions of the Legislative Assembly, Standing Committees, and intergovernmental meetings; coordinating Cabinet submissions and statutory appointments; coordinating the development of, and reporting related to, intergovernmental agreements; and monitoring and providing advice on Department of Health and Social Services (Department) and government-wide initiatives.

This role is vital to ensuring the Minister, Deputy Minister, senior management, and other Departments are adequately briefed and supported in the conduct of strategic and intergovernmental affairs of the Department in order to represent and advocate for the interests of NWT residents, the Department, and the Government of the Northwest Territories (GNWT) as a whole.

## SCOPE

Located in Yellowknife, the Manager, Strategic Affairs (Manager) reports to the Director of Policy, Legislation, and Intergovernmental Relations, and provides direct support to the Minister and Deputy Minister and advice and recommendations to senior management in the Department and the Health and Social Services Authorities. This position is responsible for managing and directing the work of Intern and Strategic Affairs Officer positions, and ensuring a work plan is in order for the unit.

The Manager is responsible for monitoring political activities with the NWT and at the FPT and Indigenous government levels, anticipating potential impact, providing advice and



formulating the Department and GNWT's positions on issues of importance to the GNWT and FPT and Indigenous governments, and representing the Department and GNWT's positions at these tables; monitoring the Legislative Assembly and ensuring commitments are met; preparing briefing materials for the Minister, Deputy Minister, and Premier as required; coordinating, managing, and monitoring activities for intergovernmental meetings, including FPT meetings and bilateral meetings with Indigenous governments; managing statutory appointments, cabinet submissions, and intergovernmental agreements; and reviewing and advising on the Department's position on government-wide initiatives.

The Strategic Affairs unit plays an active role in monitoring, advising, and participating with GNWT senior management and divisional staff in discussions of intergovernmental relations issues and opportunities that affect the NWT. The effective and coordinated representation of the Department and GNWT, and thus the successful advancement of NWT interest in intergovernmental matters, depends greatly on the cooperation of other divisions and the Health and Social Services Authorities. This internal collaboration, along with ensuring support from other relevant governments, is an essential role of the position. The incumbent must work closely with all divisions within the Department and the Health and Social Services Authorities, as well as FPT governments in order to fulfill the functions of the unit. Organizational skills and the ability to handle multiple competing demands are similarly vital to this role in order to ensure all functions of the unit are complete in a timely and accurate manner and that the Deputy Minister, Minister, and senior management remain adequately supported. The incumbent will often be required to work under tight deadlines and pressures, often with competing priorities, and may be required to travel for meetings multiple times a year.

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

- Provide expert advice and support to the Minister and senior management on departmental issues pertaining to FPT and Indigenous activities.
- Review, evaluate, and maintain currency on various issues related to territorial departments and agencies.
- Review and assist in the development of intergovernmental agreements.
- Coordinate the development and submission of reporting required by intergovernmental agreements.
- Lead the development of materials for FPT and Indigenous government meetings.
- Review and assess material developed for FPT and Indigenous government meetings.
- Communicate positions and developments at the FPT level to Senior Management.
- 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.
- Negotiate with other jurisdictions regarding development of positions and communiqués for Ministers and Deputy Ministers.
- Represent the Department and GNWT on various FPT committees.
- 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.
- Assist in ensuring consistent implementation of direction on intergovernmental issues, negotiations, and strategies.
- Establish, maintain, and coordinate official contacts between the GNWT and Indigenous, federal, provincial, territorial, and international/circumpolar governments and non-government organizations.
- Coordinate 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.

### **2. Manage and coordinate Ministerial and Legislative Assembly support.**

- Manage and direct the monitoring and session activities.
- Develop and implement follow-up procedures to ensure coordinated action on Ministerial commitments.



- Coordinate the preparation of comprehensive briefing materials for the Minister and Deputy Minister, including briefing material for sessions of the Legislative Assembly, Standing Committees, and intergovernmental meetings.
- Manage the tracking of Ministerial commitments in the Legislative Assembly and other meetings as required.
- Manage the preparation of, or prepare support materials for the Minister, including returns to questions, Ministerial statements, and briefing notes.
- Liaise with the Legislative Coordinator and act as the Department's point of contact for house planning matters.
- Identify issues requiring briefing materials to support the Minister in the Legislative Assembly and intergovernmental meetings.

**3. Manage and coordinate Statutory appointments and Cabinet submissions.**

- Coordinate requests and processes to facilitate statutory appointments.
- Manage the preparation and tracking of Cabinet documents, including Information Items, Decision Papers, Direct Appointments, Discussion Papers, Standing Committee letters and presentations, speaking notes, and briefing materials.
- Prepare weekly reports the Manager and Director.
- Liaise with the Cabinet Secretariat as required.

**4. Implement, monitor, advise, and report on government-wide initiatives.**

- Consult with other departments regarding government-wide initiatives.
- Assess the social, environmental, legal, financial, and political environments to determine the impacts new initiatives may have on the Department and the GNWT.
- Lead the development of departmental positions on government-wide initiatives and the initiatives of other departments.
- Monitor the implementation of government-wide initiatives to ensure appropriate implementation at the Department and HSSA levels.
- Coordinate departmental reporting on the implementation of government-wide initiatives as required.
- Advise Senior Management regarding the implications of government-wide initiatives.

**5. Manage human and financial resources of the unit in order to meet divisional and departmental objectives.**

- Supervise and assign work to staff.
- Manage the unit's budget.
- Ensure unit staff have access to necessary resources, supplies, equipment, and information.
- Inform staff about governmental, departmental, and divisional priorities.
- Develop and implement annual work plans which establish short and long term objectives for the unit.



- Organize staff, contracts, intergovernmental committees, information resources.
  - Complete human resource functions within the division, including staffing and performance reviews, discipline, etc.
  - Identify training requirements and opportunities for staff.
- 6. Lead special projects as assigned from time-to-time, as well as perform other tasks, duties, and functions as assigned by the Director.**

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual conditions.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

The incumbent is subject to pressure from deadlines, competing priorities, assignments from a variety of sources, and regular evaluation of the quality of work including scrutiny from the public and stakeholders. The incumbent also actively participates in self-government settings and committees, and is expected to think analytically, quickly, laterally and concentrate intensely. Decisions often have long-range effects.

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

- Knowledge of and/or the ability to acquire knowledge of relevant GNWT programs, policies, and structures.
- 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 and apply knowledge of governmental and political affairs and operations, including protocols, standards, guidelines as well as the policies, governance models and programs and services delivered by the Department and Health and Social Services Authorities.
- Knowledge of geographic, social, and political issues and factors which affect the delivery of health and social services in the NWT.



- Knowledge of current events, political factors, and issues of the day affecting the NWT.
- Knowledgeable about the national, provincial/territorial, and domestic political environments and other governments' positions and be capable of assessing possible implications for the Department.
- Familiarity with key pieces of NWT and Federal legislation that relate to departmental operations.
- Organization skills and ability to manage and track high volumes of information.
- Cognitive, analytic, problem solving skills and the ability to synthesize complex information.
- Time management skills and ability to work under tight, competing, and frequently changing deadlines.
- Financial management skills.
- Forward thinking ability and planning skills.
- Conceptual skills, oral and written communication skills.
- Interpersonal and team skills.
- Ability to interact effectively with Federal and GNWT departments.
- Ability to adapt communication styles to multiple cultural environments.
- Ability to exercise tact and diplomacy in dealing with sensitive issues and negotiating positions across jurisdictions;
- Ability to engage the public in a culturally appropriate manner both in writing and orally.
- Ability to consider diverse literacy levels across the general population when developing documents and resources.
- Ability to operate a personal computer with a high degree of proficiency as well as to work with a wide range of computer applications, including word processing, relational database, spreadsheet and presentation software.
- Ability to assign, delegate, and coordinate work assignments and projects.
- 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 Political Science, Social Sciences, or a related field, and five (5) years of relevant experience that includes experience in intergovernmental activities, and one (1) year of supervisory or team lead experience.

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



## **CERTIFICATION**

**Title:** Manager, Strategic Affairs

**Position Number:** 49-17014

<hr/> Employee Signature	<hr/> Supervisor Signature
<hr/> Printed Name	<hr/> Printed Name
<hr/> Date	<hr/> Date
<i>I certify that I have read and understand the responsibilities assigned to this position.</i>	<i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
<hr/>  <div>Deputy Head/Delegate Signature</div> <div>January 31, 2023</div> <div>Date</div>	
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

**The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.**