



IDENTIFICATION

Department		Position Title	
Health and Social Services		Senior Policy and Intergovernmental Relations Analyst	
Position Number	Community	Division/Region	
49-17065	Yellowknife	Policy, Legislation, and Intergovernmental Relations	

PURPOSE OF THE POSITION

The Senior Policy and Intergovernmental Relations Analyst is responsible for supporting the Senior Advisor, Policy and Intergovernmental Relations in leading all Indigenous self-government activities of the Department of Health and Social Services (Department). This includes the coordination of intergovernmental activities and relations between Indigenous Governments and federal, provincial, and territorial (FPT) governments; developing the Department's negotiating position at all self-government tables; and coordinating the Government of the Northwest Territories' (GNWT) participation in Coordination Agreement, Fiscal Agreement, and related discussions under federal distinctions-based legislation.

The position is also responsible for supporting the development of new, and the enhancement of existing health and social services policies, legislation, and associated instruments, primarily as it relates to associated intergovernmental priorities. This includes interpreting existing policies and legislation and providing expert advice. When developing or enhancing policies, legislation, and associated instruments, the incumbent is responsible for completing research, engaging stakeholder groups, and advising the Senior Advisor and Assistant Director, Policy, Legislation, and Intergovernmental Relations, the Department's senior management, and the Health and Social Services Authorities (HSSAs). The incumbent must also support the Department's legal duty to consult process on proposed intergovernmental actions, initiatives, and high-level strategic decisions that have the potential to adversely impact asserted or established Aboriginal and/or Treaty rights in the Northwest Territories (NWT).

The Senior Policy and Intergovernmental Relations Analyst also represents and explains the position of the Department and the 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.



As it relates to the Department's legislative mandate, the incumbent 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 FPT working groups. The Senior Policy and Intergovernmental Relations Analyst may also 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.

SCOPE

Located in Yellowknife, the Senior Policy and Intergovernmental Relations Analyst reports to the Senior Advisor, Policy and Intergovernmental Relations and provides direct support to the Minister, Deputy Minister, Assistant Deputy Ministers, and senior managers. The incumbent provides advice and recommendations to senior managers within the Department, the HSSAs, and the Department of Executive and Indigenous Affairs (EIA). The incumbent is also responsible for assisting senior government officials with the implementation of specific health and social services intergovernmental strategies and activities. Where the Department's work related to intergovernmental activities may impact other Departments, the incumbent is responsible for supporting interdepartmental collaboration.

The incumbent is responsible for monitoring political activities at the national, provincial, and territorial levels and anticipating potential impact; preparing briefing materials for the Minister, Deputy Minister, senior management, Cabinet, and the Premier as required; and supporting all Indigenous self-government activities for the Minister, Deputy Minister, and Department staff. This includes analyzing issues pertaining to Indigenous affairs, such as inherent rights as it relates to health and social services; developing the Department's negotiating position at all self-government tables; and leading, supporting the GNWT's participation in Coordination Agreement and Fiscal Agreement discussions under federal distinctions-based legislation, such as *An Act respecting First Nations, Inuit and Métis children, youth and families*.

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 these legislative and policy initiatives of the Department. This includes the development of new, and amendments to existing, policies and legislation; 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 and Indigenous Governments (FPTI); and working with stakeholders, program divisions, and



the HSSAs to ensure the implementation of Departmental agreements, 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.

The Senior Policy and Intergovernmental Relations Analyst must 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 intergovernmental relations, policy, and legislative work reflect the changing needs of the population and the vision of the GNWT. The incumbent is responsible for providing timely, accurate, and appropriate responses, and has significant latitude in their work and in providing recommendations and advice. A high level of concentration, organization, and attention to detail are essential in this role. Not meeting these goals will have an adverse impact on the Department'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 GNWT, Department, and the HSSAs.

The incumbent must carry out their responsibilities in a very dynamic and fast-paced environment, requiring the incumbent to have a comprehensive understanding of the various and often times competing interests held by the Department, HSSAs, GNWT, stakeholder groups, and FPTI governments. The Senior Policy and Intergovernmental Relations Analyst will be required to work under tight deadlines with information of a confidential nature and often responds to complex, conflicting, and highly sensitive situations, requiring creative and strategic solutions. The incumbent works closely and collaboratively with program divisions, the HSSAs, professional associations and other stakeholder groups, FPTI governments, as well as EIA and social envelope Departments, and legislative drafters and legal counsel from the Department of Justice. The incumbent may be required to travel within and outside of the NWT multiple times throughout the year for intergovernmental work.

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 is required to travel multiple times throughout the year (typically 1-2 times per month). While travelling, the incumbent may work in uncomfortable settings and is often required to work 16-hour days, including weekends.

The incumbent is expected to think analytically, quickly, laterally, and concentrate intensely, and 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, FPTI governments, and stakeholders.

RESPONSIBILITIES

1. Support self-government activities for the Department.

- Support the GNWT's participation in Coordination Agreement and Fiscal Agreement discussions under federal distinctions-based legislation related to health and social services, such as *An Act respecting First Nations, Inuit and Métis children, youth and families*.
- Support GNWT's Chief Negotiators (EIA) through their negotiations of jurisdictions related to health and social services with Indigenous governments with the intention of completing final self-government agreements.
- Support negotiations on the intersection of service delivery and other GNWT Departments impacted by changes to health and social services program delivery. This includes Departments responsible for housing, income assistance, education, etc.
- Assist the Senior Advisor in meeting the Department's legal duty to consult with Indigenous peoples on proposed intergovernmental actions, initiatives, and high-level strategic decisions that have the potential to adversely impact asserted or established Aboriginal and/or Treaty rights in the NWT in accordance with the GNWT Aboriginal Consultation Framework.
- Assist with comprehensively and accurately documenting every aspect of the negotiating and/or consultation process.
- Ensure the interests of the GNWT and residents of the NWT are fully taken into account in all intergovernmental relations work.
- Develop solutions to issues that meet the interests of all negotiating Parties by learning and understanding the other negotiating Parties' interests and comparing these interests to GNWT mandates, instructions, policies, and legislation.



- Anticipate and strategize to prevent or mitigate legal, constitutional, and technical conflict or issues arising from Agreement proposals.
- Develop departmental positions in the various subject areas.
- Ensure consistency of positions across tables and between the subject areas.
- Ensure all positions comply with GNWT and departmental policies and legislation and any applicable GNWT mandates.
- Involve affected Departments in the development of departmental strategies and representing affected Department's interests.
- Attend negotiating sessions on behalf of the Department, as required.
- Advise Senior Management, the Deputy Minister, the Minister, and other GNWT Departments with respect to the negotiation of inherent rights in relation to health and social services delivery.
- Prepare documents and other instruments used to inform the Department's self-government negotiating team.
- Prepare documents used to seek Cabinet approval of GNWT positions for negotiations, including decision papers, information items, presentations, options papers, and briefing notes.
- Present on numerous self-government initiatives on behalf of the Department to FPT and Indigenous governments, Cabinet, and the public.

2. Lead and coordinate legislative work to support the successful implementation of Indigenous laws and final agreements.

- Lead and manage the development of legislative initiatives brought before Cabinet and Standing Committees to establish successful implementation of Indigenous laws and final Agreements.
- Assess new policy, legislation, and related instruments developed by FPTI governments and the United Nation that have the potential to impact Aboriginal rights in the NWT.

3. 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.
- Lead engagement 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.

4. Provides 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, report, and present 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.



5. 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.

6. 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*; *Health Information Act*; and *Child and Family Services Act*.

7. 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 and FPTI meetings of related to policy and legislation initiatives.
- Participate in inter-jurisdictional working groups to stay informed on the implementation of Indigenous laws and information sharing with Indigenous governments across Canada.
- 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 and FPTI tables.
- Review and/or develop interdepartmental/governmental protocols and agreements.
- Maintain constant and effective communication with colleagues across the GNWT and all other jurisdictions.

8. 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

- Knowledgeable about Indigenous, national, provincial/territorial, and domestic political environments and other governments' positions and policies, and be capable of assessing possible implications for the NWT.
- Ability to be informed and to understand the historical and ongoing impacts of colonization and the institutional and structural racism and biases have on NWT residents.
- Ability to build strong relationships and maintain the goodwill of FPTI contacts and colleagues, and GNWT co-workers, is essential.
- Ability to exercise tact and diplomacy in dealing with sensitive issues and negotiating positions across jurisdictions.
- Capable of applying knowledge and expertise in a rapidly changing and challenging environment.
- Knowledge of and/or the ability to acquire and apply 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.



- Ability to acquire knowledge and understanding of relevant GNWT programs, policies, and structures.
- Knowledge of and/or the ability to acquire knowledge of geographic, social, and political issues and factors which affect the delivery of health and social services in the NWT.
- Ability to effectively represent the Department and its position accurately and professionally.
- Strategic thinking skills and judgment.
- Ability to organize, prioritize, and work under pressure and within tight and competing deadlines.
- Ability to manage complex issues of a sensitive and confidential nature in highly stressful situations.
- Cognitive, analytic, and problem solving skills, and the ability to synthesize complex information.
- Ability to work under tight deadlines and respond effectively to frequently changing deadlines.
- Conceptual, oral, and written communication skills, including 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.
- Organizational and time management skills.
- Knowledge of research and analysis methodologies.
- Ability to skillfully operate a personal computer 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, spreadsheet, and presentation software.
- 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 or the Social Sciences, and three (3) years of experience working in policy development, land claim and/or self-government negotiations, communications, and/or evaluation.

Equivalent combinations of education and experience will be considered.



ADDITIONAL REQUIREMENTS

The GNWT further expects that the Senior Policy Analyst will acquire within six months:

- An understanding of resolving conflict with interest-based (collaborative) negotiating approaches.
- Knowledge of the GNWT Aboriginal Consultation Framework.
- Ability to read, analyze, evaluate, and interpret a wide range of information, including broad constitutional and legislative matters, as well as, regulations, mandates, policies, FPTI and department initiatives, Cabinet and FMB direction, financial data, legislative proposals, and strategic plans, and understand it in a way that can be contextualized for colleagues, staff, and the public within the unique sociopolitical environment in the NWT.

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