



## IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Policy Analyst	
Position Number	Community	Division/Region
63-3430	Yellowknife	Corporate Services/Headquarters

## PURPOSE OF THE POSITION

The Policy Analyst will facilitate the coordination, strategic analysis and linking of Industry, Tourism and Investment (ITI) initiatives to support those undertaken by internal and external clients with respect to conservation areas and other environmental and natural resource management initiatives and processes. The incumbent will lead specific initiatives to develop new policies or evaluate existing policies and protocols in light of evolving Government-wide policy, protocols and directives. Major policy areas supported through this position include integrated resources management, environmental impact assessment and cumulative effects assessment and management and renewable resources management.

The incumbent analyses and advises on submissions to central agencies from each of the Department's divisions or regions. In doing so, the incumbent helps to ensure consistent planning and strategic decision-making within the Department's broad mandate.

## SCOPE

The Policy Analyst is located in Yellowknife and reports to the Manager, Policy and Strategic Planning. The incumbent provides services to the whole Department and works closely with the Department's Senior Policy Analyst and Senior Advisor, Policy, and well as Legislation and Legal Affairs Unit and the Public Affairs and Communications Unit. Daily work is largely undertaken independently with principal points of contact with the Manager at the time projects are assigned and upon their completion.

The Policy Analyst must have sound knowledge of governmental and political affairs and operations, including protocols, standards and guidelines. The incumbent requires a combination of skills related to policy analysis and development in relation to environmental and natural

resource management in the socio-cultural and political context of the Northwest Territories (NWT) to advance Departmental goals and objectives in a realistic and practical manner. The incumbent's policy expertise supports team initiatives within the Division, Department, the GNWT (Government of the Northwest Territories), and external partnerships.

The incumbent coordinates or leads Departmental input into initiatives undertaken by other departments, including central agencies. All of the activities undertaken by the incumbent impact the operations of the Department, the Minister's office, central government agencies, public agencies, and the general public.

The Policy Analyst represents the Department in interdepartmental, intradepartmental and intergovernmental committees related to environmental, social and cultural matters and other governmental affairs. The incumbent communicates regularly with other GNWT departments (i.e. Cabinet Secretariat; Management Board Secretariat; Finance; Lands, Industry, Tourism and Investment, Municipal and Community Affairs; Executive and Indigenous Affairs; Infrastructure; and Health and Social Services) to ensure joint and coordinated GNWT positions on policy and strategic initiatives. Frequently, the Policy Analyst needs to also work closely with colleagues in other governments and jurisdictions, Aboriginal governments and organizations, and environmental and industry organizations.

The results achieved by the incumbent in terms of the development of new policies and corporate plans, the review of existing policies, and the production of ministerial briefings/correspondence and decision papers have an ancillary effect on the operations of the Department.

## **RESPONSIBILITIES**

### **1. Advise on policy positions and evaluate and revise current policies, programs and processes to ensure that these support Departmental or government goals and priorities:**

- Advise on policy positions including the development and revisions of policy, programs and processes;
- Conduct appropriate research, environmental scans, policy review and evaluations to support new or revised policies;
- Provide advice and recommend policy options to the Manager and Director;
- Identify and recommend policies, programs, and processes that should be evaluated;
- Prepare informing and advisory documents to support policy decision-making;
- Coordinate policy initiatives, including developing terms of references for teams and work plans;
- Research and develop policy positions in support of legislative development.

### **2. Research and analyze issues of mutual interest with other departments and agencies in the NWT involved in resource use, resource management and regulation:**

- Participate in interdepartmental and intergovernmental committees and working groups;
  - Research policy and legislation that impacts the activities and mandate of the Department;
  - Review and analyze impacts of policy proposals by other departments and government agencies;
  - Identify appropriate policy positions and actions that ITI should take in relation to other departments and government agencies.
- 3. Coordinate the preparation for Session and support the Minister during Session:**
    - Develop work plans for the department's preparation for Sessions of the Legislative Assembly;
    - Coordinate the preparation of 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 responses to Oral and Written Questions.
  - 4. Prepare Ministerial briefings, Cabinet and Financial Management Board (FMB) submissions, and ministerial correspondence on matters relevant to the Department mandate.**
  - 5. Develop the introductory and core business text in the Departmental corporate business plan and results report, including preparing briefing binders and providing advice on the integration of strategic planning elements into the business planning process and coordinating the preparation of briefing materials.**
  - 6. Coordinate updates, revisions, and follow-up to Departmental and GNWT action plans, Cabinet and FMB submissions, and other tracking initiatives such as the review of action items for the GNWT Strategic Plan.**
  - 7. Provide support to Department and GNWT strategic planning processes, including the preparation of strategic planning documents, such as long- term operational plans, results reporting, and submission tracking.**

## **WORKING CONDITIONS**

### **Physical Demands**

The incumbent is subject to long or extended hours during public consultations, sessions of the Legislative Assembly and Standing Committees.

## **Environmental Conditions**

Occasionally there will be travel to communities or remote project sites by road or small aircraft in all weather conditions.

## **Sensory Demands**

The incumbent is highly involved in the exchange and analysis of information (seeing and hearing) and the mediation of competing interests

## **Mental Demands**

During public consultation, environmental hearings, the preparation of specific submissions or interventions, or sessions of the Legislative Assembly or Standing Committees, the incumbent exerts significant mental effort to avoid disclosure of confidential Cabinet Information is subject to noticeable pressures from deadlines, ensuring accuracy. The incumbent may be placed in confrontational and emotionally charged situations when developing a common position among those holding competing views.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent understanding regarding the legislative process of the NWT (i.e. how to facilitate the creation of new *Acts* and regulations and how to amend existing legislation in the NWT).
- 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.
- Knowledge of legislation framework for information and protection of privacy issues.
- Proficient with ATIPP and privacy related functions.
- Skilled in policy analysis and development within a government context.
- Skilled in research and development of materials related to legislation.
- Strong ability to interpret legislation and suggest appropriate lines of action.
- Skilled in preparing a wide range of documents including legislative submissions, reports, briefing notes and communication plans.
- Strong analytical, organizational and project management skills.
- Communication skills that include the ability to express ideas and negotiate effectively.
- Very strong writing, speaking and listening skills.
- Strong group facilitation skills and problem-solving initiative.
- Ability to work effectively in a diverse cultural, institutional and geographical context.
- Competent use of standard computerized office software including word processing, spreadsheet, presentation, electronic mail and communications.
- Proven ability to liaise with internal/ external groups and other government agencies.
- Proven ability to work independently and as part of a team in a high pressure, time sensitive environment
- Proven ability to conduct research and to keep abreast of new trends in order to facilitate harmonization with other jurisdictions.
- Proven ability to prioritize competing demands and expectations.

- Proven ability to handle meetings, telephone conversations and electronic correspondence with a high degree of professionalism.

**Typically, the above qualifications would be attained by:**

A Bachelor's degree in Environmental Management or Political Science, and a minimum of three years of experience in northern governments or other related work and living experience.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- 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