



## IDENTIFICATION

| Department                      | Position Title                  |   |
|---------------------------------|---------------------------------|---|
| Industry Tourism and Investment | Manager Policy, & Legal Affairs |   |
| Position Number                 | Community                       | Division/Region                                   |
| 63-3502                         | Yellowknife                     | Policy Planning<br>Communications and<br>Analysis |

## PURPOSE OF THE POSITION

Reporting to the Director of Policy Planning Communications and Analysis, the Manager Policy, and Legal Affairs (the Manager) provides a corporate service function within the department of Industry Tourism and Investment (ITI). The Manager coordinates input, researches, provides advice, amends and develops new policies and legislation, as well as strategic plans and processes that address the priorities of the Government of the Northwest Territories (GNWT).

This analysis, coordination of input and provision of advice occurs through projects from the concept stage to implementation to ensure the development of new policies, strategies, and legislation administered by Industry, Tourism and Investment are consistent with Executive Council direction, department goals and objectives, land claims and self-government agreements, and federal legislation.

This position also coordinates and provides expert advice on legal issues in relation to departmental activities as they arise. The Manager is responsible for the coordination and development of information and briefings for the department including the Deputy Minister, and Minister, as well as the Executive Council, the Financial Management Board (FMB), and Standing Committees. This position may also work directly with Indigenous governments and stakeholders.

In order to achieve success in this position the Manager will work closely with all staff and Senior Managers in each division and region as well as other departments to develop positions, strategies and policies that are reflective of departmental and whole of government priorities.



## **SCOPE**

The Manager Policy, and Legal Affairs is responsible for overseeing two budgets and all human resources associated with managing and building capacity for six staff.

The Policy, Planning, Communications and Analysis Division is responsible for providing expert advice relating to policy, legislation and legal affairs in support of the mandate of the Department, in addition to coordinating the development of new policy and legislative initiatives.

The subject matter is varied, including mines and minerals; oil and gas; energy; tourism; parks; traditional economy, agriculture and fisheries; economic diversification; business information and intelligence; Indigenous affairs; and access to capital. This work will include developing positions, strategies, policies, and briefing materials so as to support program areas and project development, as well as Senior Management and Ministerial decisions and activities.

Building new and amending existing legislation and regulations and policies must be undertaken in the context of existing GNWT and federal authorities, as well as the negotiation and implementation of Indigenous land claims and self-government agreements and relevant case law. The incumbent will need to be familiar with this legal framework and associated intergovernmental relationships to play a coordinating role in the review, development, and administration of a wide range of legislation, policies and programs.

The incumbent is called upon to provide advice and coordinate responses regarding the varied legal issues that arise related to policy, legislation, and departmental activities in general, and to recommend courses of action to mitigate risks, including recommending positions on litigation. This advice, and recommendations, will at times be made directly to the Deputy Minister in support of departmental activities and Ministerial roles.

The incumbent works closely with all divisions and regions responsible for implementation of policy, legislation and program delivery. The Manager will also be required to develop and maintain good relationships with their interdepartmental counterparts including Managers of Policy, Cabinet advisors, intergovernmental relations analysts, legislative drafters, and legal counsel from the Department of Justice. The incumbent will be required to work under tight deadlines with information of a confidential nature from time to time.

## **RESPONSIBILITIES**

- 1. Provides expert advice in the areas of departmental legislation and policy development, amendment and administration**
  - Provide leadership, coordination, expertise and advice on the development, implementation and evaluation of legislative and regulatory projects;



- Provide advice regarding the development, interpretation, evaluation and analysis of departmental legislation and policies including identifying appropriate options for achieving departmental objectives;
- As required, analyze and provide expert advice on the impact of proposed or completed federal, provincial and territorial policy and legislative changes, as well as judicial outcomes on departmental priorities and the administration of departmental activities;
- Represent the Department's policy and legislative interests with other departments, the federal government, Indigenous governments and organizations and other stakeholders as necessary;
- Review the Department's programs and activities for compliance with legislation;
- Identify and clarify legal issues related to legislation or policy proposals and providing advice on the best means of addressing these issues;
- Review departmental actions or proposals to determine whether they are consistent with legal obligations under legislation, contracts, or agreements;
- Effectively summarize and present complicated legal or policy issues in the form of briefing materials that includes recommendations forward to assist with decision-making;
- Work with the Intergovernmental Council Secretariat under the Legislative Development Protocol as required to advise on the substance of new and amended lands and natural resources initiatives to develop recommendations for the consideration of Executive Council and the Legislative Assembly;
- Provide leadership in the department as appropriate for the development of options and recommendations for legislative action including following the required processes to coordinate the development of, or amendments to, policy and legislation with divisions and regions;
- Prepare, and as necessary, revise documents used in the legislative process, including policy intentions documents, drafting instructions, legislative proposals, public and Aboriginal Section 35 consultation documents and ensure conformity with standards and policy direction;
- Advise on effective Aboriginal Consultation processes and work with department of Justice and Executive and Indigenous Affairs as required;
- Build and maintain good interdepartmental relationships and work closely with legislative drafters and legal counsel;
- Coordinate and participate in departmental and interdepartmental projects including the coordination and analysis of input as well as finding consensus and advancing briefing materials for decision as required;
- Conduct research to assist in development of legislation and analyzing methods of addressing legislative issues.



**2. Ensures the effective administration of response to departmental legal and policy issues.**

- Review policies, programs and operating procedures to assess and ensure compliance with departmental, territorial and federal legislation and GNWT-wide policies as well as department objectives;
- Draft and or review departmental requests for legal opinions and refer to Department of Justice for legal advice where necessary;
- Review documents including contracts, memoranda of understanding and proposed policies;
- Provide advice and support on legal issues including proposing approaches to dealing with legal issues that have been identified;
- Develop options and provide expert advice to departmental staff on implementation of departmental legislation, as well as other relevant territorial and federal legislation;
- Participate in the preparation of strategies and supporting documents (briefing notes, Ministerial statements and 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 documents for land claims negotiations and interim measures agreements to provide advice on issues where there may be legislative or legal implications;
- Attend public meetings as required as part of the legislative consultation process.

**3. Manages and coordinates departmental requirements to support Ministerial activities in the Legislative Assembly**

- Works closely with departmental and interdepartmental counterparts, including Senior Management as appropriate to advance mandated priorities;
- Coordinates the preparation of comprehensive briefing materials for the Minister and Deputy Minister including briefing material for sessions of the Legislative Assembly;
- Manages and supports the development of Executive Council submissions and monitors associated requirements from Records of Decision;
- Monitors for, and coordinates required processes as appropriate to fulfill Ministerial commitments made in the Legislative Assembly.

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

- Supervise and manage full time positions, contract, casual staff and consultants;
- Support the development of staff, including identifying training requirements and opportunities for staff, and create an engaging and productive work environment;
- Inform staff about governmental, departmental and divisional priorities;
- Develop and implement annual workplans that establish short and long term objectives for the unit;
- Forecast and manage the unit's budget in a fiscally responsible manner;



- Ensure unit staff have access to necessary resources, supplies, equipment and information;
- Organize staff, contracts, intergovernmental committees, and information resources;
- Complete human resource functions within the division including staffing, performance reviews and discipline;
- Prepare terms of reference and statements of work to direct contractors; and
- Supervise and manage contract and casual support staff, consultants, etc. associated with legislation, policy and program development and evaluation.

**5. Performs other duties**

- Provide support to the departmental corporate business planning and results reporting processes;
- Maintain a positive working relationship with provincial, territorial and federal government officials in areas of legislation and policy development.;
- Act as the liaison with regional staff on relevant issues;
- Act as the Director of Policy, Planning Communications and Analysis on occasion.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

There is considerable need for attention to detail when writing and editing, as well as providing comment on others work. This will take place in a fast-paced environment with the constant potential for interruptions to deal with urgent issues that are political and or legal in nature.

**Mental Demands**

The incumbent is subject to high levels of stress related to multi-tasking and working to tight deadlines in a setting where there are frequently changing priorities, conflicting interests and differing perspectives. The incumbent is also subject to high levels of stress when providing advice to or collaborating with members of the senior and executive management team of ITI and other departments as required. The incumbent may also be required to provide advice to the Minister and or the Ministers office. Mental demands are for frequent periods and can be of longer duration.



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of legal and legislative principles and practice;
- Knowledge of administrative law, constitutional law, Aboriginal law, mining law, relevant case law and the interpretation of legal statutes;
- Knowledge of departmental legislation and goals and objectives, and the political and social environment in which departmental programs and services are delivered;
- Familiarity with key pieces of NWT and Federal legislation that relate to departmental operations;
- Expert knowledge of the legislative development process;
- Experience working with Indigenous governments including situations requiring sensitive negotiations;
- Knowledge of land claim agreements;
- Knowledge of the history and cultures of the Indigenous peoples of the NWT and territorial communities;
- Responsibilities require the incumbent to have proven analytical, research, writing and communication abilities. Specific skills including the ability to identify key issues from complex documents, and explain these issues in plain language;
- Ability to work effectively in teams;
- Strong ability to organize, prioritize and work under pressure and with deadlines;
- Excellent project management skills;
- Excellent written and verbal communication skills;
- Ability to make effective oral presentations;
- Financial and human relations know-how to effectively manage the unit budget and support and manage staff;
- Build and sustain relationships with Indigenous governments and organizations as well as stakeholders, this includes leading teams and carrying out complex negotiations;
- Political sensitivity, self-confidence, tact and diplomacy skills and
- 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 public administration, public policy, intergovernmental relations, law, business administration, economics, international development, or a related field, as well as 6 years of progressive experience that includes some supervising or leading staff in government; or any of the following areas: Indigenous Rights law; development, implementation and interpretation of legislation; regulatory environments; project or; program management.

A degree in law (LLB.) would be considered an asset.



Equivalent combinations of education and experience will be considered.

### **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