



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Senior Policy and Resource Analyst	
Position Number	Community	Division/Region
63-4416	Yellowknife	Policy, Planning Communication and Analysis/HQ

PURPOSE OF THE POSITION

The Senior Policy and Resource Analyst provides expert policy advice to Senior Management within the Department of Industry, Tourism and Investment (ITI) in the areas of best-practice economic and resource development policies, procedures, planning and reporting, standards and guidelines development, assessment and evaluation, governance, program development and policy trends as they apply to the Department's broad mandate. The incumbent takes a lead role in developing, interpreting and amending policies and corporate plans to address priorities of the Government of the Northwest Territories (GNWT) within the mandate of the Department and the evaluation of policies, strategic programs and processes. The position is responsible for the Department's strategic analysis and participation in environmental impact assessment and regulatory processes. This position also provides support on land use planning and resource management initiatives and for land claim negotiations. The incumbent is expected to supervise unit and casual staff as requested.

SCOPE

The Senior Policy and Resource Analyst is located in Yellowknife and reports to the Manager, Strategic Policy and Natural Resources. The Senior Policy and Resource Analyst provides strategic policy advice to Senior Management within the Department. The majority of work is self-assigned based on strategies approved by the Deputy Minister and Departmental objectives.

The Department is responsible for policy related to all Northwest Territories (NWT) economic sectors including: minerals and petroleum resources; natural resource industries, including agriculture, commercial fishing and the traditional economy; land and resource management; and tourism, trade and investment, business, manufacturing and secondary industries. The Senior Policy and Resource Analyst is responsible for ensuring that the development and

amendment of policies and initiatives specific to these sectors consider a wide range of views, including those of communities, industry, Indigenous organizations, other governments and departments, and the Legislative Assembly, and that such policies and initiatives support the Department's effective support for the development and diversification of the NWT economy.

The Senior Policy and Resource Analyst coordinates the preparation of support materials for the Minister such as briefing materials for sessions of the Legislative Assembly and Standing Committee review of business plans and main estimates, as well as briefing materials specific to a policy or legislative proposal. The incumbent is responsible for leading the preparation of strategic planning documents, including business plans and results reports. The incumbent is also responsible for preparing correspondence and Departmental publications relating to strategic planning and reporting.

The Department's mandate of long-term economic prosperity and self-sufficiency in the NWT highlights the importance of the need to develop meaningful and carefully developed policy initiatives to support NWT resident participation in the economy. The legislative and policy framework associated with the delivery of ITI programs and services is very complex. The Senior Policy and Resource Analyst requires a combination of policy analysis, evaluation and development skills, and knowledge in the areas of strategic planning, business planning and reporting, with specific expertise in the areas of economic development, land and resource management and minerals and petroleum resources.

The Senior Policy and Resource Analyst represents the Department on a variety of interdepartmental, intradepartmental and intergovernmental committees, and interacts with other governmental agencies and community organizations. In formulating policy advice, the incumbent is responsible for analysis, researching, identifying policy issues, consulting with non-government stakeholders, advisors to the Financial Management Board (FMB) and Executive Council, and divisions and regional offices as required.

The incumbent monitors numerous land and resource activities and represents ITI's interests in processes that may affect its mandated responsibilities and is responsible for coordinating departmental participation in environmental impact assessment as well as the Department's positions on land use permits and water license applications, regulatory guidelines and processes. The incumbent works regularly with other GNWT departments to provide input on environmental impact assessments and regulatory submissions.

The Senior Policy and Resource Analyst also contacts and meets with employees of the federal government with regard to policy and program delivery on an as required basis. Contacts and meetings with employees of Indigenous governments and organizations, the business community (e.g. individual businesses, corporations and organizations), and members of the general public, take place on an as required basis. The position provides support for the Department's participation in land claim and self-government negotiations and implementation of agreements, as well as support for the Department's involvement in land use planning, resource management, conservation and protected areas planning initiatives when required. This would include drafting materials, and reviewing materials submitted by others within the Department, including highly technical plans, maps, reports and

submissions.

The Senior Policy and Resource Analyst communicates regularly with other GNWT departments to ensure joint and coordinated GNWT positions on strategic planning and policy issues. Senior policy officials in other departments are contacted or met with on an as required basis. The incumbent works closely with colleagues, both internal and external to the Department, investment and economic development organizations and corporations, other jurisdictions, and any interested stakeholders including industry and non-government agencies. The incumbent exchanges information and expertise, collaborates with others in the development of sector strategies and support, participates in task teams, ensures coordinated and complementary efforts, provides expert advice and support, makes oral presentations, and represents NWT interests relating to the Department's mandate.

The results achieved by the Senior Policy and Resource Analyst's actions will include advice on, and development of, new policies and corporate plans; the review of existing policies and strategic, corporate, budget, and business planning documents; and the production of Ministerial briefings and correspondence, submissions and decision papers, which have a supportive effect on the operations of the Department and determine best use of limited resources, and related publications. The incumbent's recommendations have a profound impact on GNWT policy, and political and public support for such policy and submissions.

RESPONSIBILITIES

1. Provides expert policy advice in the areas of minerals and petroleum resources; land and resource management; natural resource industries, including agriculture, commercial fishing and the traditional economy; and tourism, trade and investment, business, manufacturing and secondary industries.

- Identifies priorities and options for policy development, review and evaluation.
- Evaluates existing policies, programs and processes within the Department to determine their effectiveness in meeting governmental priorities.
- Monitors public and community reaction to current policies, programs and processes.
- Prepares consultative, decision, and information documents in support of evaluations and changes to policies, programs, and processes (i.e., Executive Council documents, FMB submissions, ministerial briefing materials, public discussion papers).
- Gathers, analyzes and evaluates relevant data by file and literature research, surveys and interviews.
- Identifies and/or conducts appropriate analyses as necessary.
- Monitors and analyzes the political, environmental, social, and economic surroundings with respect to implications for development of the NWT economy.
- Analyzes all documents, publications and communications related to land use planning and land designation activities in the NWT.
- Monitors external public registries, media and relevant public forums to inform senior management and act on emerging issues and developments.
- Leads and coordinates the Department's participation in environmental impact assessment and regulatory processes and is the departmental representative on Government of the Northwest Territories (GNWT) and federal review teams.

- Provides strategic advice on emerging issues and developments in the environmental impact assessment and regulatory processes on behalf of the Department.
- Consults with affected Divisions and Regional Offices within ITI to ensure fluent communication and coordination of participation in initiatives related to land use planning or designation, and protection of departmental interests.
- Represents ITI's interests in interdepartmental committees related to land use planning issues.
- Represents ITI in inter-departmental activities related to Indigenous relations and/or negotiations.
- Coordinates ITI inputs and responses to any Indigenous relations or negotiations matters.
- Monitors departmental activities for the purpose of maintaining and respecting Aboriginal rights and healthy relations between ITI and NWT Indigenous governments and organizations.

2. Coordinates the development of new and amended policies and ensures accurate and timely policy, program and process advancement.

- Assesses, conducts research toward, and develops new policies, processes and programs.
- Participates in the development of objectives for new policies and develops terms of reference for interdivisional policy proposals.
- Initiates the development of objectives for new policies and develops terms of reference for policy proposals.
- Coordinates interdivisional working groups involved in the development of policy proposals.
- Identifies and recommends Executive Council, ministerial, and Legislative Assembly priorities for the development of policies, legislation and programs affecting minerals and petroleum resources; land and resource management; natural resource industries, including agriculture, commercial fishing and the traditional economy; and tourism, trade and investment, business, manufacturing and secondary industries.
- Researches and evaluates alternatives, as well as assesses the political, financial and organizational implications of the alternatives for meeting new objectives for policy and legislation.
- Provides coordination and leadership in utilizing the expertise of headquarters and regional staff in policy development.

3. Prepares and coordinates Executive Council and Financial Management Board Submissions and Ministerial briefing materials and correspondence.

- Develops and reviews Departmental submissions for Executive Council and FMB and ensures appropriate follow-up is carried out.
- Follows up on Ministerial commitments made through the Legislative Assembly and Standing Committee processes.
- Prepares briefing materials for the Minister and Deputy Minister, including briefing material for sessions of the Legislative Assembly, Standing Committees and Executive Council meetings as well as other intergovernmental meetings.

- Prepares support materials for the Minister, including speaking notes and returns to questions.
 - Coordinates liaison with central agencies, including Executive Council and Management Board Secretariat.
- 4. Monitors Sessions of the Legislative Assembly, and the results of Executive Council and FMB meetings, and provides decision support to Senior Managers.**
- Maintains system for researching and tracking information, commitments, priorities and strategies, and provides regular reporting on activities for Senior Managers.
 - Acts as the liaison with program directors, headquarters, regional and field staff on relevant issues.
 - Provides support and advice to divisions and regional offices as they pertain to the mandate of the Department and the GNWT.
 - Drafts presentations and reports as necessary.
- 5. Coordinates and provides support to Departmental and GNWT strategic, business, budget and planning processes and reporting.**
- Assists in coordination and preparation of the Department's business plan including review of budgeting submissions and preparation of introductory documentation for the annual business plan (i.e. environmental scan, goals and measures).
 - Coordinates the development of the narrative aspects of the business plan and main estimates including the descriptions of initiatives, ensuring linkage to the Departmental and GNWT strategic plans and mandate, the opportunities and challenges facing the Department, and the supporting information on the core business lines, linking outcomes, measures and special initiatives to Departmental goals.
 - Develops models to integrate strategic planning results into the business planning process.
 - Develops strategic planning documents, such as long-term operational plans, FMB Submissions and annual reports on government priorities.
 - Participates in Departmental planning efforts by facilitating the development of action plans.
 - Analyzes GNWT-wide and inter-government measures, strategies and action plans ensuring linkages to the Departmental and GNWT strategic plans and mandate.
 - Develops Departmental publications relating to strategic planning and reporting.
- 6. Performs other duties.**
- Provides support to the Departmental corporate business planning and results reporting processes.
 - Supervises and manages contract and casual support staff and consultants associated with policy and program development and evaluation as required.
 - Provides supervision and support as required for the development of Departmental Hansard preparation and follow-up.
 - Provides support to the Public Affairs and Communications unit of the Division with speaking notes development, brochure development, and PowerPoint presentation development as required.

- Provides support and advice to divisions and regions as they pertain to the mandate of the Department and GNWT.
- Maintains a positive working relationship with provincial, territorial and federal government officials in areas of economic and resource development policy development and review.
- Acts as the liaison with regional and field staff on relevant issues.

WORKING CONDITIONS

Physical Demands

Generally minimal; however, during public consultations, public hearings, or sessions of the Legislative Assembly and Standing Committees, the incumbent is subject to physical fatigue caused by long or extended hours.

Environmental Conditions

No unusual conditions.

Sensory Demands

Sensory demands include high concentration to capture important subtleties during difficult and often emotionally charged meetings. Sensory demands are for frequent periods of short duration.

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. Mental concentration is required to think clearly and remain calm. The incumbent is expected to work irregular or long hours, including weekends. Mental demands are for frequent periods of short duration.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of subjects within the Departmental mandate, covering a broad spectrum of subject areas including minerals and petroleum resources; land and resource management; natural resource industries, including agriculture, commercial fishing and the traditional economy; and tourism, trade and investment, business, manufacturing and secondary industries. The development of policies and corporate plans involves the evolving economic, land claim based and corporate interests of a rapidly growing territory. As a result, there are few precedents available to guide policy proposals, so innovative and adaptive solutions are often required.
- Knowledge of legislation and regulatory processes related to minerals and petroleum resources; natural resource industries, including agriculture, commercial fishing and the traditional economy; land and resource management; and tourism, trade and investment, business, manufacturing and secondary industries, would be an asset.
- A multi-disciplinary education and excellent writing and editorial skills attendant with completion of a post-secondary education or equivalencies.

- Specialized knowledge of land use planning processes and practices.
- Specialized knowledge of legal framework and land claim and self-government processes within the NWT and in other jurisdictions.
- Experience in policy analysis, evaluation and development, minerals and petroleum resources; natural resource industries, including agriculture, commercial fishing and the traditional economy; land and resource management and tourism, trade and investment, business, manufacturing and secondary industries; and support to arms-length business agencies and corporations.
- General knowledge of renewable and non-renewable resource development projects in the NWT and potential environmental and socio-economic impacts.
- Knowledge of northern institutions, corporations, government systems and communities, as well as the ability to interact with federal and GNWT departments, Indigenous organizations, community organizations and the various business communities.
- Knowledge of current events, political factors and issues of the day affecting the NWT.
- Knowledge of priorities of ITI including economic development opportunities associated with resource development.
- Strong organizational, project management, writing and communication skills are required.
- Proven research skills and an ability to exercise sound judgement.
- Excellent analytical skills, as well as a demonstrated ability to express ideas, negotiate and communicate effectively; the ability to analyze critically and suggest an appropriate means of action, often in a short time frame.
- Ability to analyze and articulate various policy options aimed at increasing understanding, acceptance and resolution.
- The ability to work cooperatively with others, whether as a member of a team or as an individual.
- Supervisory skills for the management of contract and casual support staff or acting positions, consultants and Departmental working groups, etc. The coordination and management of interdivisional working groups often involves diverse and competing interests requiring the incumbent to devise innovative, consensus-building solutions.
- Knowledge of computer software including word processing, database, and electronic mail and communications programs.
- Ability to work independently and without close supervision.
- Ability to use tact, persuasion, diplomacy and flexibility.
- Ability to work in a cross-cultural environment.
- Ability to manage stress.

Typically, the above qualifications would be attained by:

These knowledge, skills and abilities are most commonly acquired through a bachelor's degree in business management, public administration, economics or a related field, along with at least five years of broad professional experience in economic or resource development, policy development, and interdisciplinary research.

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