



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Policy Advisor	
Position Number	Community	Division/Region
71-125	Yellowknife	Policy, Legislation and Communication / HQ

PURPOSE OF THE POSITION

The Policy Advisor supports the development, review, amendment, and dissemination of departmental policies, directives, and decision-making documents. The Policy Advisor coordinates across the department and with various policy owners to ensure appropriate stakeholders are involved in the development and review of a wide variety of education, culture and employment related subject matters.

This position provides expertise to the department regarding Executive Council and Legislative Assembly processes and ensures interdepartmental and intergovernmental activities and submissions are well-defined, accessible, and support departmental and whole-of-government policy and direction.

SCOPE

Located in Yellowknife, the Policy Advisor reports to the Manager of Policy and supports Senior Policy Advisors and the division of Policy, Legislation and Communications in working with representatives from all divisions by researching, writing, editing, maintaining, and coordinating development and review while ensuring all perspectives and the procedural process are respected.

This position requires the incumbent to work on a wide variety of complex issues arising out of the broad and varied mandate of the Department in relation to early learning and child care, junior kindergarten to grade 12 education, post-secondary education, labour market development and employment standards, income security, heritage resources, the protection and promotion of cultures and languages, and to participate in the development and support of viable approaches and options for managing these issues.



The issues and concepts that must be understood and analyzed are often diverse, complex and may be abstract. This position requires the incumbent to work independently and with limited supervision, often participating on inter-divisional or inter-departmental teams and working directly with senior management. The use of judgment, problem-solving skills, and initiative to find creative policy solutions is often necessary. This position regularly liaises with representatives from other departments, particularly on interdepartmental initiatives and/or on whole of government priorities and responsibilities.

The incumbent may spend long periods in intense concentration reviewing data and information, and be subject to deadlines. The incumbent must be adept at listening and is required to provide advice and services which may involve those with conflicting perspectives. When participating in meetings other participants may be critical of positions that are taken.

The incumbent will support the Department at several federal/provincial and territorial tables that require departmental and/or interdepartmental coordination.

RESPONSIBILITIES

1. Support the development, evaluation and assessment of broad policies and related documents.

- Prepares work plans to meet objectives for deliverables.
- Research specific issues and topics to support guidance and advice to senior management in the preparation of planning and decision documents.
- Consult with departmental staff, other Government of the Northwest Territories (GNWT) departments, and other jurisdictions.
- Supports the division in the preparation of information items, decision papers, briefing notes, and engagement reports related to policy development. Assists in the preparation and distribution of documents developed by the division.
- Organizes and presents information clearly and in plain language.
- Contributes to the maintenance of organized and up-to-date records and files.

2. Coordinate, Develop and provide support and advice on documents prepared for the Minister and Legislative Assembly.

- Supports the preparation of Session briefing materials for the Minister.
- Works with staff and senior management across the department to review all Ministerial briefing materials against departmental and government priorities.
- Monitors coordinates, provides advice on and develops responses for the Minister to oral and written questions and petitions raised in the Legislative Assembly.
- Supports the preparation of materials for board appointments to ensure consistent and transparent appointment processes.



3. Support the development of Executive Council Submissions.

- Prepares and supports the preparation of information items and decision papers consistent with the GNWT's Cabinet submission and decision-making process, including review by Deputy Minister Committees and Committees of Cabinet.
- Works directly with staff to develop and review Executive Council submissions

4. Support the department's federal / provincial / territorial intergovernmental activities.

- Represent the Department on various officials-level committees.
- Liaise with other departments to ensure a consistent, government-wide response to multi-sectoral issues.
- Support the development of joint positions and communiqués with other jurisdictions.
- Review, assess and provide briefings and advice on material developed for Minister and Senior Management meetings.
- Monitor positions taken at various tables to evaluate interaction with program and services and ensure consistency with departmental and governmental policy, priorities and direction.
- Communicate positions and developments at the national, federal and provincial/territorial levels to management.
- Accompany Senior Managers and provide direct support and advice at meetings, as required.

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

- Knowledge of and/or the ability to acquire and apply knowledge of departmental goals and objectives and the political and social environment in which the department's programs and services are delivered.
- Knowledge of and/or the ability to acquire and apply knowledge of legislation that affects the delivery of education, culture and employment programs and services in the Northwest Territories.
- Facilitation, presentation, and verbal communication skills.
- Computer skills and the ability to work with a wide range of computer applications including word processing, spreadsheet and presentation software;
- Ability to apply conceptual thinking, research, analytical, and problem solving skills.
- Ability to work both independently and collaboratively.
- Ability to analyze complex issues.
- Organization and time management skills and the ability to manage compressed deadlines and multiple deliverables.
- Ability to ask questions, seek clarification, and assess how things will be different when change is introduced or anticipated.
- Ability to liaise with internal/external groups and exercise tact and diplomacy in dealing with sensitive issues.
- Ability in clear writing and to communicate effectively in writing and verbally to a variety of audiences with varying backgrounds, knowledge, and levels of education.
- Ability to interpret legislation.
- Ability to review large amounts of information and determine and assess key aspects for consideration.
- 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:

A degree in Political Science or a related field, and two (2) years of experience in research, analysis, policy development, and/or a similar environment.

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