



IDENTIFICATION

Department	Position Title	
Justice	Senior Analyst	
Position Number	Community	Division/Region
82-15244	Yellowknife	Community Justice and Policing

PURPOSE OF THE POSITION

The Senior Analyst is responsible for the ongoing development and implementation of high quality, insightful and relevant program of research, data collection, and policy analysis in the Community Justice and Policing Division to ensure program delivery and initiative development is guided by evidence-based decision-making.

SCOPE

Located in Yellowknife, the Senior Analyst reports directly to the Director of Community Justice and Community Policing Services. Under the direction of the Director, the Senior Analyst will work independently to provide senior level, strategic advice to help shape program delivery for the Community Justice and Policing Division,

The Community Justice and Policing Division provides support to communities to develop and implement sustainable local justice programming in the areas of restorative justice, victim services, community policing and crime prevention. This includes the diversion program where communities assist youth and adults to deal with matters outside the formal justice system. Support is also provided to communities to enhance crime prevention activity at the local level.

The position works within a Legislative and Policy framework and carries out its responsibilities in accordance with federal and territorial acts, regulations, and GNWT policies and procedures, including:

- *NWT Victims of Crime Act*
- *Youth Criminal Justice Act*

- *Youth Justice Act*
- *Royal Canadian Mounted Police Act*
- *Criminal Code of Canada*
- *Territorial Police Services Agreement*
- *Financial Administration Act*
- *Protection Against Family Violence Act*
- Various federal and territorial cannabis-related acts and regulations

RESPONSIBILITIES

1. Plans, Organizes, and Conducts Research and Analysis

- Lead, develop, and maintain expertise in areas of research relating to the mandate of the Community Justice and Policing Division
- Conduct research and analysis specific to the needs of the Community Justice and Policing Division, including recommending policies, programs and legislation to accommodate the changing landscape of policing, restorative justice, crime prevention, and victim support services
- Broker relationships to support research across and outside government
- Develop and maintain contacts with research agencies and organizations, governments, industries and businesses to support information sharing and cross organizational research discussions and projects
- Synthesize knowledge and best practice research on key programming areas

2. Data collection and information synthesis

- Provide advice on and lead the development of best practices around program data collection, interpretation, and implications
- Address identified priorities where an information or resource gap has been identified
- Collect data, information, analyze findings and trends, and make recommendations to program staff and the Director relating to program delivery and strategic planning
- Advise on effective and efficient methods for the capture, storage and retrieval of statistical information and by implementing and documenting procedures

3. Drug-impaired driving analysis

- Support the development, organization and reporting of the strategic plan for the delivery of drug-impaired driving training for law enforcement capacity development
- Collect, analyze and report on specific data relating to training, delivery, and deployment of trained police officers relating to enforcement of drug-impaired driving legislation. This is for the purpose of monitoring any trends and ensuring all stakeholders are aware of any developments, as well as meeting the reporting requirements of a funding agreement with Canada relating to specific data relating to drug-impaired driving
- Maintain strong working relationships with key stakeholders in the RCMP, GNWT Departments and agencies, and the Government of Canada, to ensure collaboration and coordination to better understand drug-impaired driving in the Northwest Territories

4. Program development and evaluation

- Participate in the development, implementation and evaluation of short and long term goals, and objectives within the Community Justice and Policing Division
- Lead and manage on-going program reviews to clarify and confirm mandates, determine program effectiveness, and recommend modifications such as service adjustments and improvement
- Assist with setting the strategic direction setting of the Community Justice and Policing Division, including policing, victim service, restorative justice and family violence program areas

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent may experience stress, emotional and mental fatigue, due to the heavy workload and deadline situations. The incumbent is required to travel by aircraft, 4 to 6 times per year.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong strategic thinking skills and judgement, as well as demonstrated ability to research, analyze, and synthesize multiple concepts and priorities
- Strong working knowledge of the function of the NWT Justice system
- Experience in developing, implementing, and monitoring programs and related policies
- Experience in and knowledge of Indigenous cultures in the NWT and the ability to work effectively in a cross-cultural environment
- Financial, policy analysis, evaluation and project management skills
- Proficient in a wide range of computer applications including word processing, spreadsheet applications, and information systems
- Effective interpersonal skills in sensitive and political environments
- Excellent oral and written communication skills
- Excellent organizational skills and an ability to work both independently and under deadlines

- The position works within a Legislative and Policy framework and carries out its responsibilities in accordance with federal and territorial acts, regulations, and GNWT policies and procedures, including:
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 - *Youth Criminal Justice Act*
 - *Youth Justice Act*
 - *Royal Canadian Mounted Police Act*
 - *Criminal Code of Canada*
 - *Territorial Police Services Agreement*
 - *Financial Administration Act*
 - *Protection Against Family Violence Act*
 - Various federal and territorial cannabis-related acts and regulations

Typically, the above qualifications would be attained by:

A post-secondary degree in criminology, public administration, or another related social science and 5 years' experience in law enforcement or demonstrated experience in research and analyzing data, providing senior level advice, and developing and evaluating programs.

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