



## IDENTIFICATION

Department	Position Title	
Justice	Director, Policy and Planning	
Position Number	Community	Division/Region
82-2872	Yellowknife	HQ

## PURPOSE OF THE POSITION

The Director of Policy and Planning is responsible for providing overall leadership and guidance in policy development, strategic and business planning initiatives, self government negotiations, and strategic and operational communications activities for the Department of Justice. The incumbent must also monitor political forces, anticipate effects, and organize adequate responses, while ensuring internal consistency of departmental decisions and external compatibility with overall government policies and programs. The Director develops priorities for departmental activities and develops long-and short-term plans in accordance with direction received from the Deputy Minister that takes into account the political climate, Executive Council directed objectives and federal or national initiatives. It is the Director's responsibility to ensure that the department's policies, plans, and programs meet set standards and facilitate the delivery of justice in the Northwest Territories (NWT).

## SCOPE

The Director of Policy and Planning reports directly to the Deputy Minister and is accountable for coordinating, managing, and directing the delivery of policy, planning, communications, official languages, and intergovernmental support services on behalf of the Department of Justice. The Director must carry out the responsibilities of the position recognizing the complexities, inter-relationships, and diverse goals of the system. The position must monitor political forces, anticipate effects, and organize adequate responses.

The Director is a member of the department's Executive Committee. The incumbent is required to work with senior staff within Justice and other departments, and directly with the Minister of Justice and political office as required. The incumbent negotiates, or assists in the negotiation of, federal, territorial, and provincial agreements, and the policy issues involved in

these negotiations often determine the shape of NWT justice programs. The Director is expected to engage in and chair intergovernmental committees on policy and program issues relating to Solicitor General and Attorney General program areas and law reform. The Director must also be able to identify and develop appropriate responses to federal issues and legislation that may impact on the NWT. The Director is responsible for leading the department's policy analyses supporting aboriginal self-government activities. To carry out this broad range of activities, the incumbent must be thoroughly familiar with government and its legislative mechanisms and have a thorough knowledge of northern, and in particular, aboriginal rights issues.

This position provides strategic direction to the Executive Committee and department staff on the preparation of briefing material for the Minister for the Legislative Assembly, federal/provincial/territorial meetings and negotiations, community visits, aboriginal meetings, and public appearances. The Director also oversees the operational and strategic requirements of the GNWT Access and Privacy Office, which develops government-wide policy and provides expert advice to GNWT public bodies on access-to-information and privacy matters in accordance with legislation, and in addition to managing the requirements of the department. The Director is responsible for leading the planning and implementation of strategic and operational communications initiatives in accordance with GNWT standards and the *Official Languages Act*.

The Director is responsible for leading the department's policy analyses supporting legislative amendments to over 80 statutes. A major challenge in the position of Director is to ensure that the department's policies, plans, and programs meet professional standards and, to the maximum extent possible, facilitate the administration of justice above the minimum levels demanded by the *Canadian Charter of Rights and Freedoms*, as interpreted here and in other Canadian jurisdictions, while responding to the unique needs of the NWT public and the Legislative Assembly. The incumbent is also responsible for developing policy and program presentation methods that permit matters of a legal nature to be presented to the communities and all levels of government in a clear and easily understood matter.

In general, the incumbent must deal effectively with all levels of government and non-governmental agencies on matters which will often be a sensitive or political nature. Knowledge of community agencies and their respective roles is necessary. The expertise required is a combination of policy and justice understanding and an aptitude for administration. Since this position provides the basis for many Deputy Minister and Ministerial decisions, sound policy advice is crucial for preventing errors resulting in legal liability or lawsuits, public funds being expended on ineffective or inefficient programs, or political or departmental damage.

## **DIMENSIONS**

• Staff	13 FTEs (including Director)
• Compensation & Benefits	\$1.6 million
• Operations & Maintenance	\$166,000

## **RESPONSIBILITIES**

1. Lead or coordinate the development and modification of legislation, regulations and policies, ensuring consistency with the policy, priorities, and goals of the GNWT, its Cabinet and the Minister of Justice. This includes identification of the need for reform/amendments.
2. Lead the preparation of all documents for the Minister related to Cabinet and Legislative Assembly activities to ensure that they have the clear and concise information they need to make informed decisions.
3. Oversee strategic and business planning processes for the justice system to ensure a clear focus and a solid basis for program development and resource allocation.
4. Coordinate departmental projects and policy analysis supporting Ministerial and senior officials activities for self-government and inter-governmental negotiations and initiatives. This includes but is not limited to representing the department or government, as assigned, at senior officials federal/provincial/territorial, regional and/or community meetings and events.
5. Oversee the operational and strategic requirements of the GNWT Access and Privacy Office.
6. Oversee the operational and strategic requirements for corporate communications and official languages activities in accordance with GNWT legislation, policies and standards.
7. Manage the division's financial and human resources.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- A thorough knowledge of policy and legislation development, communication planning, intergovernmental relations, and access to information and privacy, and an ability to apply this knowledge in a rapidly changing and challenging environment.
- An ability to analyze, evaluate and interpret a wide range of information and apply it within the unique sociopolitical environment in the NWT.
- An ability to think strategically, understanding both short- and long-range implications of policy, program, and legislative developments.
- An ability to provide instructions for complex legislation, policy or regulations and present them in a clear and concise manner.
- Thorough knowledge of project management and an ability to manage large and small projects from pre-planning to implementation and evaluation.
- An ability to build and maintain good working relationships with colleagues throughout the GNWT, in other jurisdictions, with the federal government, and with partners outside the government.
- An ability to effectively lead and motivate staff in a cross-cultural setting.

- Knowledge of financial and budget management techniques and an ability to manage an operational budget on an annual basis. This includes but is not limited to an ability to prepare a budget, monitor it, and address financial concerns that arise.
- Ability to effectively represent the department and its position accurately and professionally in a variety of meetings, presentations, and other situations.
- Familiarity with government and its legislative mechanisms and a thorough knowledge of northern and aboriginal rights issues.
- Knowledge of community agencies and their respective roles.

## **WORKING CONDITIONS**

### **Physical Demands**

Physical demands on the incumbent are consistent with the typical GNWT office environment.

### **Environmental Conditions**

Environmental conditions on the incumbent are consistent with the typical GNWT office environment.

### **Sensory Demands**

Sensory demands on the incumbent are consistent with the typical GNWT office environment.

### **Mental Demands**

There will be considerable demands placed upon the incumbent by internal and external stakeholders to quickly develop solutions and achieve results. In addition, there is a need to negotiate a consensus among a variety of independent stakeholders in the justice, health/social services, and educational systems as well as public. The incumbent will be required to do occasional travel (e.g., approximately 4 times per year) subject to priorities and budgetary constraints.

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

The completion of a university degree in law, social science, public administration or other related field with 7 years progressively more responsible experience in the development of policy, legislation, and procedures, including project management and evaluation experience, along with 4 years supervisory/management experience. Previous experience in a legal setting would be an asset.

## **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