



IDENTIFICATION

Department	Position Title	
Business Development and Investment Corporation	Senior Policy Advisor	
Position Number	Community	Division/Region
89-13336	Yellowknife	Executive/North Slave

PURPOSE OF THE POSITION

The Senior Policy Advisor is responsible for the development, coordination, review and provision of strategic advice to senior management on all policy initiatives relevant to Northwest Territories Business Development and Investment Corporation (BDIC) programs and services. The incumbent ensures BDIC’s policies, programs are consistent with legislation, regulations, *Financial Administration Act* and *Canada’s Digital Charter Implementation Act, 2020*. This position develops and coordinates policy documents and provides expert advice on the development of BDIC’s regulations, ensuing policies and legal issues in relation to programs and activities. The incumbent is responsible for the management and coordination of BDIC’s reporting requirements under the *Access to Information and Protection of Privacy Act*.

SCOPE

The BDIC is a Crown corporation of the Government of the Northwest Territories (GNWT) and provides a range of programs and services to help northern businesses succeed. The BDIC supports the economic objectives of the GNWT by encouraging the creation and development of businesses, providing financial assistance to businesses, and making investments in business enterprises. The BDIC promotes financial independence, assists communities in capturing investment development opportunities, and helps develop a diverse and viable northern economy. Its role in promoting and maintaining economic development and employment has both economic and social aspects.

Reporting to the Senior Advisor, this position contributes to this mandate by developing and coordinating new policies, legislation and regulations, evaluating current and/or proposed policies, legislation and regulations, and developing documents for the BDIC Board of Directors. The incumbent provides strategic advice and recommendations on policy matters related to innovative business programming and digital projects.

RESPONSIBILITIES

1. Manages and coordinates the development and review of BDIC's legislative, regulatory and policy proposals

- Leads and provides expert advice on the development of BDIC's regulations, policies and procedures.
- Monitors political, social, economic and legislative developments in the NWT which affect programs and initiatives under BDIC's mandate.
- Leads the development of routine policy changes in response to new business initiatives and programs.
- Analyses and monitors pertinent documents such as research reports and studies, debates of the Legislative Assembly, reports of standing and special committees of the Legislative Assembly, statements made by community leaders and members of the Legislative Assembly.
- Identifies, monitors, interprets and provides expert advice on NWT policy/legislative requirements.
- Prepares work plans and identifies areas requiring further development/amendment of legislation, regulations and policies.
- Develops, analyses and recommends options to address policy, legislative and regulatory requirements.
- Liaises with GNWT departments and central agencies to ensure overall consistency of policies.
- Determines the effects of other GNWT Acts on BDIC programs and service areas.
- Oversees principles and objectives for new policy and legislation development.
- Plans, designs and implements appropriate operational controls to track, assess, and improve effectiveness for all BDIC policies.
- In collaboration with the Manager, Public Affairs, Marketing and Business Services, develops instruments to gather feedback from BDIC clients, including surveys, and client interviews.
- Contributes to creating an effective public consultation process consistent with case law and other legal obligations.
- Reviews communication materials as required, ensuring they adhere to the BDIC's policies, legislation and mandate.

2. Monitors and evaluates the BDIC's legislative framework, regulations, policies and procedures.

- Monitors current policies and legislative developments in other Canadian jurisdictions that relate to proposals for new or revised policy, regulations, legislation, and corporate strategy.
- Advises senior management on the development of new policies, legislation, regulations and/or strategies by analyzing potential political, social and economic impacts on the public.

3. Coordinates, develops and provides expert advice on documents prepared for the BDIC Board of Directors as well as related Ministerial briefings and positions on complex issues, and across multiple program areas.

- Takes a lead role in drafting and completing a full range of documents including correspondence, briefing materials, legal opinion requests, drafting instructions for legislation, policies and directives, strategic documents, orientation manuals and reports.
- Maintains, monitors, and updates the BDIC's Board of Directors' policies and procedures and provides advice to senior management.
- Represents the BDIC on GNWT inter-departmental files.
- Maintains knowledge of policies, procedures and processes regarding various governmental submissions, including documents for Cabinet and Standing Committees, briefing notes to provide advice and cross functional support to the Manager, Public Affairs, Marketing and Business Services.
- Provides advice and direction on format, content and style to the BDIC and assesses quality and content of briefing notes, background information, speeches, internal documents, publications, and other policy documents.
- Oversees the quality of all briefing and policy documents produced by the BDIC.
- Contributes to and coordinates the production of an annual performance report, including the development of and reporting on Key Performance Indicators (KPIs) and outcome KPIs.
- Assists in coordinating the development of BDIC's Strategic Plans, 5-year Program Review under the Act and GNWT the Planning and Accountability Framework.

4. Responsible for BDIC's reporting requirements under the *Access to Information and Protection of Privacy Act*. (ATIPP)

- Analyses and evaluates the implications and advisability of possible options for dealing with ATIPP requests, advising the Senior Advisor of these options and recommending a course of action.
- Evaluates protocol agreements, information sharing, and privacy impact assessments to ensure compliance with the ATIPP Act and makes related recommendations to the program leads.
- Researches and analyses the relevant data to determine whether fees may be charged and calculating the appropriate fee estimate.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands. The incumbent may occasionally be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge in policy formulation and evaluation.
- Expert knowledge of legal and legislative principles and practices are required.
- Proven ability to research, analyze and interpret legislation and policies.
- Proven knowledge of the steps involved in the legislative and regulatory development process.
- Knowledge of northern businesses and institutions, government systems and communities, as well as the ability to interact with businesses, stakeholders, GNWT departments, Indigenous organizations and community organizations.
- Knowledge of the Northwest Territories' political, economic and social environment.
- Excellent written and verbal communication skills in order to effectively communicate complicated issues to BDIC managers and stakeholders, including the general public.
- Strong, strategic-thinking and professional judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities related to legislative, regulatory and policy frameworks.
- Experience with and ability to work with a wide range of computer applications including word processing, email and presentation software.
- Exceptional organizational and time management skills, project management concepts and practices, prioritization of tasks, work performance under pressure required to meet frequent and changing deadlines and to lead project teams.
- Proven ability to work with people in an effective and tactful manner.
- Proven ability to define strategic and operational objectives.
- Strong knowledge of MS Office operating systems, MS software (Word, Excel, PowerPoint, and Access), internet and email applications and research techniques.
- Knowledge of cross jurisdictional changes in legislative, regulatory and policy matters with respect to adoption of innovative digital technologies.

Typically, the above qualifications would be attained by:

A Master's Degree in Public Administration, Economics, Political Science or Law with five years of increasingly responsible experience in program policy regulation and/or legislative development in area of development finance, venture capital investments, and/or business development or a Bachelor's degree and seven years experience program policy regulation and/or legislative development in area of development finance, venture capital investments, and/or business development.

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