



IDENTIFICATION

Department	Position Title	
Housing NWT	Senior Policy Analyst	
Position Number	Community	Division/Region
93-16066	Yellowknife	Policy, and Planning

PURPOSE OF THE POSITION

The Senior Policy Analyst (Senior Analyst) manages processes related to governmental affairs (Legislative Assembly, Executive and Indigenous Affairs and Financial Management Board Secretariat) including corporate business planning. The position leads specific initiatives to develop new policies or evaluate existing policies and protocols considering evolving Government-wide policy, protocols, and directives. The position analyses and advises on submissions to central agencies from within Housing NWT. In doing so, the incumbent helps to ensure consistent planning and strategic decision-making within Housing NWT's broad mandate. The position fulfills a vital role in ensuring efficient and effective management of governmental affairs related to central agencies.

SCOPE

Located in Yellowknife and reporting to the Manager, Policy, the Senior Policy Analyst provides services to the whole Housing NWT organization, working closely with the Department's managers and staff. Daily work is largely undertaken independently with principal points of contact with the Manager at the time projects are assigned and upon their completion. The position supervises interns, summer students and casual staff on occasion.

The Senior Analyst leads departmental input into initiatives undertaken by other departments, including central agencies. All activities undertaken by the incumbent impact the operations of the Department, the Minister's office, central government agencies, public agencies, and the public.

The Senior Policy Analyst may lead departmental or interdepartmental teams with expertise in aboriginal relations, legislative and legal affairs, regional operations, traditional knowledge, economics, society and culture. Teams may also include membership from federal departments and agencies.



The Senior Policy Analyst represents Housing NWT in interdepartmental, intradepartmental, and intergovernmental committees related to social and cultural matters and other governmental affairs. The incumbent communicates regularly with other GNWT departments, Cabinet Secretariat, and the Management Board Secretariat to ensure joint and coordinated GNWT positions on policy and strategic initiatives. Frequently, the Senior Policy Analyst needs to also work closely with colleagues in other governments and jurisdictions.

Routinely, the Senior Policy Analyst exchanges information and expertise, collaborates with others in the development of departmental input, participates in task teams to ensure coordinated and complementary efforts to support or represent Northwest Territories (NWT) interests.

The results achieved by the incumbent in terms of the development of new policies and corporate plans, the review of existing policies, and the production of ministerial briefings/correspondence and decision papers have an ancillary effect on the operations of the Department.

RESPONSIBILITIES

1. Recommends or develops new policies, programs and processes, or evaluate and revise current policies, programs or processes to ensure they support Departmental or government goals and priorities.

- Provides expertise on the development and revisions of policy, programs and processes.
- Conducts appropriate research, policy review and evaluations to support new or revised policies.
- Provides advice and recommends policy options to the Deputy Minister and Minister.
- Recommends policies, programs, and processes that should be evaluated.
- Prepares informing and advisory documents to support policy decision-making.
- Leads policy initiatives, including developing terms of references for teams and work plans.
- Participates in interdepartmental and intergovernmental committees and working groups.
- Reviews and analyzes impacts of policy proposals by other departments and government agencies.

2. Manages the preparation of Ministerial materials, including briefing books for government liaison related to Legislative Assembly sessions, Executive Council submissions, Financial Management Board (FMB) submissions, and governmental committees.

- Manages the preparation of briefing materials and other documents for Session.
- Reviews and analyzes documents from divisions and advise on changes.



- Prepares information for the FMB, conducting research, and analysis.
 - Provides advice, reviews and analyzes submissions in the case where regions or divisions have prepared the materials to ensure consistent preparation for the Minister.
 - Liaises with central agencies such as the Cabinet Secretariat, Management Board Secretariat, and the Legislative Coordinator to develop analytical input on materials.
- 3. Develops the introductory and core business text in the Departmental corporate business plan and results report, including preparing briefing binders and providing advice on the integration of strategic planning elements into the business planning process and coordinating the preparation of briefing materials.**
 - 4. Manages and coordinates updates, revisions, and follow-up to Departmental and GNWT action plans, Cabinet and Financial Management Board submissions, and other tracking initiatives such as the Review of Action Items for the GNWT Strategic Plan.**
 - 5. Provides support to Department and GNWT strategic planning process, including the development of strategic planning documents, such as long-term operational plans, results reporting, and submissions tracking.**
 - 6. Performs other duties.**
 - Supervises and manages contract and casual support staff, consultants, etc. associated with policy and program development and evaluation.
 - Maintains a policy relationship with provincial, territorial and federal government officials.
 - Acts as the liaison with regional and field staff on relevant issues.
 - Monitors sessions of the Legislative Assembly and advise Departmental staff of relevant discussions and issues.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.



Mental Demands

The incumbent may be subject to subject to noticeable pressures from deadlines and is also regularly placed in confrontational and emotionally charged situations when developing a common position among those holding competing views. Occasionally travel to communities or remote project sites may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of cabinet, legislative and policy processes and protocols.
- Knowledge of existing Department legislation.
- Ability to develop new legislation, acts, agreements, frameworks, strategies and policies and policies.
- Ability to interact with Federal and GNWT departments, Aboriginal organizations, community organizations and the various business communities.
- Knowledge of the theory and practice of public administration, political science, economics, socioeconomics, intergovernmental relations, demographics, and statistics;
- Knowledge of principles, methodologies and practices related to aspects of corporate planning.
- Analytical skills.
- Ability to express ideas and communicate effectively; the ability to analyze critically and suggest an appropriate means of action.
- Ability to analyze and articulate various policy options.
- Ability to formulate innovative and adaptive solutions.
- Organizational project management skills and the coordination and management of interdivisional working groups.
- Strong research skills and the ability to keep abreast of new trends and best practices in order to facilitate harmonization with other jurisdictions.
- Ability to recognize stakeholder needs and develop effective collaborative relations.
- Ability to work in a cross-cultural environment.
- Ability to exercise sound, professional judgment and to use tact, persuasion, diplomacy and flexibility.
- Knowledge of computer software including word processing, database, and electronic mail and communications programs.
- Ability to provide recommendations, expertise and communicate messages effectively in writing or verbally to various audiences on both communications and policy matters.
- Knowledge of northern institutions, corporations, government systems and communities.
- Knowledge of current events, political factors and issues of the day affecting the NWT.
- 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:

Bachelor's degree in political science, Sociology or other social science, with three years of relevant experience.

Equivalent combinations of education and experience will be considered.

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 record 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