

**IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Housing NWT	Senior Advisor, Strategic Renewal	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
93-17542	Yellowknife	Executive Office, HQ

**PURPOSE OF THE POSITION**

The Senior Advisor, Strategic Renewal is accountable for providing strategic analysis and advice on major policy, program, and operational issues affecting Housing Northwest Territories (NWT). The position is responsible for providing senior policy support services as well as providing coordination, facilitation and analysis services to the Associate Deputy Minister, Housing Sustainability and Partnerships (Associate DM) .

**SCOPE**

The Senior Advisor is located in Yellowknife and reports to the Associate Deputy Minister of Housing NWT. The position contributes to the development of new approaches to government strategies, policies and program development related to the Corporation's programs.

The position functions at the most senior level in the Corporation and must possess a wide mix of managerial, communications, analytical, public relations and diplomatic skills as well as a sound knowledge of current and evolving GNWT policies, programs, issues and developments. The Senior Advisor coordinates a number of external and interdepartmental subcommittees and interacts with other governmental agencies and community organizations.

The Corporation's policy, program and legislative responsibilities are broad and affect the residents of the Northwest Territories (NWT). The Associate DM requires the Senior Advisor to be involved on his/her behalf in extensive contact, consultation and discussions with GNWT departments, boards and agencies, Indigenous governments, private industry and any outside government, boards and agencies.

The Senior Advisor provides strategic advice to the Associate DM on many critical Corporation issues and initiatives. As well, the position assists in developing positions and approaches that reflect a very high level of political, financial and social sensitivity and

responsiveness.

The position directs the development of briefing material, support documentation, agendas and program/policy issue summaries for use by the Associate DM in meetings, committee and seminars chaired or attended by the Associate DM. The Senior Advisor provides advice, guidance and interpretations to senior managers on the intent and purpose of action or other request made by the Associate DM, President and Minister.

The Senior Advisor is the main point of contact for the Strategic Housing Renewal initiative and the incumbent must be able to handle the additional responsibility of requests for information and direction on various issues related to Strategic Renewal. The position will liaise with other senior executives in other departments, central agencies, the media and representatives of public interest groups. The position will also be directly engaged in the NWT Housing Forum and will liaise with Indigenous Government officials to discuss and keep current with respect to a variety of issues, events or trends of special concern to the Forum.

The Senior Advisor is involved in the final reviews of complex submissions, policy papers, legislative proposals, issue summaries, reports, correspondence and information submitted from the Corporation's divisions. These reviews involve identifying and assessing any financial and political implications or priorities, determining areas of overlap, contradiction or lack of internal consistency and coordination, and developing solutions for the Executive or appropriate senior manager. The position participates in meetings with the Corporation's senior management team.

To carry out this role, the Senior Advisor works within various GNWT and public service procedures, policies, Acts, regulations and legislation.

## **RESPONSIBILITIES**

- 1. Provide strategic analysis and advice to the Associate DM on major policy, program and operation issues affecting to the Corporation.**
  - Supporting activities of the above responsibility;
  - Gather critical information in order to provide expert advice and consultative services on all issues related to departmental programs and conducting research in support of policy, planning and management initiatives;
  - Evaluating decision papers, policy proposals, FMB submissions and ministerial briefing materials;
  - Provide strategic advice to the Associate DM on major current, new and emerging programs, operations and issues and develop critical positions and approaches;
  - Analyzing and situating issues being addressed in the Executive Office and discussing feedback with the President, Associate DM, Senior Management Committee (SMC) and Minister's Office; assessing what more could be needed or would contribute to the advancement of the issue; and
  - Liaising and consulting with SMC members, Ministerial staff and senior staff from other departments to obtain information, to seek advice and to initiate action on a wide range of subjects on behalf of the Associate DM

**2. Providing leadership on projects related to the Strategic Housing Renewal initiative.**

- Providing expert strategic advice to the Associate DM and Minister on all Strategic Renewal initiatives;
- Managing the researching, drafting and implementation of Strategic Renewal projects;
- Providing support to internal working groups and plays a role in developing initiatives related to the Strategic Renewal;
- Assessing Cabinet submissions to ensure they are consistent with the overall priorities, goals and objectives of the GNWT;
- Formulating principles and setting objectives with respect to desired policy results;
- Preparing major presentations and reports on Strategic Renewal initiatives;
- Supporting the review and evaluation of existing initiatives, programs and policies;
- Coordinating consultation with GNWT departments regarding interdepartmental initiatives;
- Coordinating, arranging, and participating in consultation with Federal and Indigenous Governments; and
- Providing direct support to the NWT Housing Forum

**3. Managing information requirements**

- Supporting activities of the above responsibility;
- Responding to requests for information from the Associate DM, following up on action required, initiating work as necessary or when urgent issues require a response, and contributing to the coordinating and facilitating workflow in the Executive Office;
- Determining the extent and purpose of information requirement;
- Initiating action to obtain information within very precise time frames;
- Providing direction on format, content and style to divisions in the Corporation and establishing time frames for receipt of information; and
- Making other staff aware of information requirements

**4. Managing the daily operations of the Associate DM's Office**

- Supporting activities of the above responsibility;
- Manages tasks and projects to improve services; and where necessary participating on project teams, working groups and interdepartmental committees as a representative of the Executive;
- Providing leadership and facilitating the development and maintenance of a co-operative working environment within the Executive Office, with the Minister's Office and with Divisions;
- Establish and maintain effective communication links between the Minister and his/her staff and the senior management staff of the Corporation, and ensure that executive directions, decisions, and action requests as well as the follow of advice, information and interpretations are conveyed with clarity, timeliness and precision;
- Planning and directing the smooth operation and administration of the President's office, and manage approved human and financial resources; and
- Direct the review of all correspondence, material and issues referred to the President's office, assess and determine their relative priority, sensitivity and urgency; and expedite those matters of urgent concern to the President and/or Minister

**5. Providing support necessary to coordinate briefing and submissions material**

- Supporting activities of the above responsibility;
- Directing the review, analysis, coordination and acceptability of briefing material, notes, background material, speeches, Ministerial correspondence, submissions, and other information submitted from all areas of the Corporation for the approval of the President; and
- Providing feedback and opinion on briefing material, correspondence, etc., which they have prepared and recommending approaches and strategies

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

The incumbent will be required to work through periods of concentrated listening during meetings.

**Mental Demands**

This incumbent is subject to high levels of stress related to multi-tasking, dealing with confidential and politically sensitive information and working to tight deadline on a daily basis.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and ability to analyze and interpret the relevant GNWT/NWTHC legislation, policies and procedures;
- Knowledge of research and analysis;
- Demonstrated skill in problem solving, consultation, negotiation, research, analysis, planning, coordination, monitoring, and assessment;
- Demonstrated verbal, graphic presentation, and writing skills;
- Computer skills in word processing, database, spreadsheet software, and presentation software, as well as internet and electronic communication;
- Ability to synthesize complex information;
- Ability to work independently as well as part of a team;
- Ability to work in a cross-cultural environment;
- Ability to exercise tact and diplomacy in dealing with sensitive issues;
- Ability to provide leadership and decision-making;
- Ability to manage workloads including multiple assignments with potentially conflicting priorities while ensuring that the Associate DM's needs are addressed;
- Ability to assign, delegate and coordinate work assignments and projects;
- Ability to manage stress;

- Ability to prioritize work and priorities to achieve operational and strategic objectives; and
- 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:**

Completion of an undergraduate degree in Public Administration, Political Science, Business Management or related field and 5 years' experience in the fields of government, planning and /or analysis.

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 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