

## 1. Identification

Position No.	Job Title	Supervisor's Position	Fin. Code
02-12475	Manager, Policy and Planning	Director, Policy, Planning and Evaluation	
Department	Division/Region	Community	Location
Executive & Intergovernmental Affairs	Policy, Planning and Evaluation	Iqaluit	Building 1084

## 2. Purpose

<b>Main reason why the position exists, within what context and what the overall end result is.</b>
<p>Under the direction and supervision of the Director of Policy, Planning and Evaluation, the incumbent leads in the day-to-day operation of the policy section of division through providing independent and objective analysis, support and strategic advice to decision-makers; provide advice and support to GN departments and monitor compliance with Cabinet and FMB direction and governing authorities.</p> <p>The incumbent liaises regularly with EIA senior management and policy officials in other departments to ensure the dissemination of information and to develop sound submissions to Cabinet that meet the political mandate and government goals, objectives, priorities and management principles. The incumbent will be asked to be a member of inter-departmental committees for various initiatives and from time to time will be asked to take a lead role in interdepartmental projects in response to departmental or GN wide issues.</p>

## 3. Scope

<b>Describe in what way the position contributes to and impacts on the organization.</b>
<p>This position is located in Iqaluit and reports to the Director, Policy, Planning and Evaluation. This position requires a general knowledge of the government's policies, and must be able to conduct comprehensive analyses and provide advice on proposed policies and programs and program development and implementation. This position has a continuing impact on the coordination and relations between the GN's policy and related government bodies. The incumbent must work on a number of interrelated but separate projects simultaneously in order to ensure deadlines and goals of the department are met.</p> <p>This position supervises a staff of three Policy Advisors:</p> <ul style="list-style-type: none"> <li>• <b>Policy Advisor:</b> Provides independent assessment, analysis and recommendations on proposals and requests for decision by Cabinet, or its committees, for consideration. Also provides strategic planning support with respect to business planning and coordinating government's policy, priorities, legislative agendas, and cabinet retreats. See the Policy Advisor Job Description for more detail.</li> </ul>

## 4. Responsibilities

**Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.**

Analyses submissions requiring Cabinet consideration for compliance with the processes, goals, and laws of the Nunavut Government, and potential impacts on Nunavummiut, GN departments and agencies.

Provides briefings to the Director of Policy, Planning and Evaluation about the results of specific research or analysis as requested. Participate in special research or development projects for the department, other departments, or in support of government-wide initiatives.

Provides strategic advice, support and recommendations with respect to business planning and coordinating the government's policy, priorities, legislative agendas, and Cabinet retreats, as well as tracking the progress on the government's priorities and initiatives.

Contributes to the development, or develop governing authorities (e.g. legislation, policy, procedures), systems, negotiating positions, etc., having government-wide or strategic impact.

Assesses proposed policies and programs to determine their suitability and compatibility with existing policies, programs and priorities by reviewing proposal objectives; analysing the potential political, legal, economic, and financial implications of proposed policies and programs on the Government of Nunavut.

Provide support services, briefings, co-ordination of information and information requests to departments to enable them to make effective use of the Cabinet processes. Support policy officials in other departments in the effective development of Requests for Decisions to Cabinet.

Communicate Cabinet direction to departments and agencies and monitor departmental compliance with such direction and other governing instruments related to strategic financial planning, resource allocation, financial management, budget management, program design, evaluation, results measurement, and, organizational design.

Ensures the Premier's briefing materials are prepared in a timely manner and are up-dated as required.

Mentor advisors and supervise the work of assigned advisors. Supervises policy advisors by assigning tasks and reviewing completed evaluations and projects.

## 5. KNOWLEDGE, SKILLS & ABILITY

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

### **Technical Knowledge**

- Policy analysis, development and application
- Strategic and business planning
- Social, cultural and economic setting in Nunavut
- Fluency in Inuktitut and English is an asset
- Program analysis and evaluation through Nunavut context
- Results measurement
- Public administration and associated control processes
- Project management
- In-depth knowledge of the government administration procedures; legislative, Cabinet, budgets; and policy and program development process.

This knowledge is usually by successful completion of a degree in, Public Administration or related field; and, five years broadly based progressive experience (e.g. planning, program design and/or evaluation) within governments or related bodies in Nunavut. Equivalencies will be considered.

- Microcomputer hardware and software for word processing, research, database, spreadsheets and electronic communications (particularly in an IBM PC compatible environment).

### **Managerial or Supervisory Skills**

Sound understanding of management and leadership theories and principles and demonstrated experience in their application. This knowledge is used to also enable this position to “think like a manager” when providing advice and support to departments, and developing Nunavut Government-wide governing authorities, as well as supervise a staff of three. The ability to guide and assist policy officials in a non-confrontational manner and to respond to the needs of those policy officials in a way which advances the interests of all departments.

Supervisory and leadership skills to assign work, review work in progress, evaluate employee performance and provide on the job training are required.

### **Contacts and Communication Skills**

- Director, Policy, Planning and Evaluation to exchange information and receive general direction.
- Supervise staff of 3 Policy Advisors.
- Senior managers of divisions within the department to provide advice and support, to solve problems and to collaborate on special research or development projects.
- Senior managers of Policy Divisions throughout GN to advise on process and procedures, and to support in development of policy proposals.
- Colleagues in other jurisdictions and professional organizations to exchange information, contribute to the professional knowledge base, and remain current in the field.

The position requires excellent verbal and written communications skills to ensure informed decision making about complex subjects for audiences who may not be familiar with the issues at hand. The position requires excellent interpersonal skills to lead and aid in the resolution of contradictory perspectives in order to achieve common objectives, facilitate development, manage conflicts and resolve disputes.

## 6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

### Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

Several hours each day sitting at computer terminals.

### Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

Frequent interruptions during the work day.

### Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

The nature of the work (volume and deadlines) requires speed and accuracy. During briefing or presentations (which may occur at least weekly for several hours) concentrated sensory attention is required.

### Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

The position requires concentrated mental effort and attention to detail for most of the time spent on the job to avoid misinformation to decision makers. Mental stress can also result from externally driven work volumes and deadlines. Concentrated effort must be maintained during frequent interruptions, extended hours and during resolution of problems and disputes.

## 7. CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor Title
<hr/> Printed Name	<hr/> Supervisor Signature
<hr/> Date I certify that I have read and understand the responsibilities assigned to this position.	<hr/> Date I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Deputy Head Signature	
<hr/> Date I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.	

## 8. ORGANIZATION CHART

Please Attach Organizational Chart indicating incumbent's position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**