

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
03-00548	Manager, Fiscal & Economic Policy	Director, Fiscal Policy (03-05054)	03230/01/1/111/0300000/01/ ????
Department	Division/Region	Community	Location
Finance	03200-01 Fiscal Policy	Iqaluit	Building # 924 Parnaivik

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

The Manager, Fiscal & Economic Policy (Manager) is responsible: for developing the GN's overall strategic fiscal framework and monitoring its performance relative to financial trends in jurisdictions that influence the government's current fiscal position; providing advice on fiscal policy issues with a view to improving effectiveness, efficiency and affordability; and subject to all relevant territorial legislation; for the management of federal-territorial relations and funding agreements with Finance Canada and the Canada Revenue Agency; and for the development, analysis and forecasting of economic and revenue policies and conditions.

The Manager is one of 2 positions reporting to the Director, Fiscal Policy (Director). The other position is the Manager of Taxation. The incumbent supervises a staff of 4: a Senior Fiscal Advisor - Devolution, a Senior Economist, a Senior Fiscal Policy Analyst and a Policy Analyst. There are a total of 12 employees in the Fiscal Policy Division.

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.

The Department of Finance is a central agency and the primary advisor to the Government of Nunavut on all fiscal matters. With more than 200 employees working in three decentralized offices in Cambridge Bay, Rankin Inlet, and Igloolik, and headquartered in Iqaluit, Finance has the responsibility to ensure that public funds are used to support government priorities in a manner that is characterized by high ethical standards, accountability, and openness. The Manager works in Iqaluit making decisions that impact Nunavummiut in all 25 communities, spread across three time zones in a geographic area comprising 1/5 of Canada's landmass.

The Fiscal Policy Division is responsible for providing direction and advice to the government on issues relating to federal funding arrangements, federal-territorial agreements, federal-territorial relations, economic and revenue analysis and forecasting. This includes the management of Nunavut's Formula Financing Agreement with the federal government. In 2008-09, the Formula Financing Agreement was estimated to be \$944 million or more than 80% of total Government of Nunavut revenues. This has a direct impact on the GN as a whole and on each GN department.

The Manager is accountable for managing a staff of 4 highly trained fiscal policy and economics professionals and is instrumental in the development of policies and procedures involving the administration and management of various federal fiscal arrangements and agreements, the government's own fiscal and economic framework, taxation system.

The Manager also plays a critical role in the development of amendments to and interpretations of the various Acts and Regulations that govern the government's revenue system. The Manager develops and prepares routine, special and ad hoc reporting for the benefit of all stakeholders and users.

The Manager is responsible for monitoring the government's fiscal plan and developing multi-year revenue forecasts, monitoring current economic conditions and performance, and analyzing economic policies in support of the government's fiscal and economic strategies. Medium and short term forecasting and analysis of the sensitivity of revenue to economic changes are key components of fiscal planning and will require the development and monitoring of a substantial data base to meet analytical and planning specifications.

The Manager maintains contacts in other jurisdictions at both the governmental and business levels and represents the GN and Department of Finance at inter-jurisdictional meetings.

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.

As an advisor to the senior management team, the Manager:

- Provides advice and guidance to other managers and staff in order to develop, mentor and motivate employees within the department;
- Contributes to the department's Business Planning process by ensuring that the Fiscal Policy section is accurately represented; and
- Provides information, advice, guidance, and counsel to the senior management team and to the Financial Management Board (FMB).

The Manager carries out the administrative responsibilities necessary for the efficient performance of the Division by:

- Ensuring that services are provided in Inuktitut and English;
- Reviewing and approving attendance records for the division;
- Approving leave requests and forwarding those requiring Deputy Minister approval;
- Ensuring job descriptions are up to date and properly reflect the duties of staff so that they are clearly aware of their responsibilities;
- Preparing performance reviews annually, and setting objectives for the coming year;
- Providing direct supervision to all positions reporting to the Manager, ensuring that any queries or difficulties are explained, that staff are aware of current government priorities and objectives and ensuring staff awareness of job requirements and deadlines;
- Ensuring that staff receive the guidance, training and supervision required to progress in their jobs and perform at optimal levels; and

The Manager must provide information on all division related matters by:

- Preparing Ministerial Briefings as required for any subject matter within the Division's areas of responsibility;
- Preparing Legislative Briefings for the Minister of Finance for any legislation to be presented to the Assembly; and
- Responding to information requests from departments and participating in planning, legislative, and other meetings in order to ensure that divisional issues are adequately considered.

Specific Accountabilities

- Lead the Fiscal Policy section, ensuring that approved objectives and budgets are met in an effective manner. This must be accomplished consistently with priorities of Cabinet, the operational policies and procedures of the government and the requirements of the department.
- Manage federal-territorial funding arrangements, including the Territorial Formula Financing Agreement (TFF), as well as several trusts and one-off federal funding initiatives.
- Manage Federal-Territorial agreements, and negotiate renewals and improvements to same. These agreements include the Canada-Nunavut Reciprocal Taxation Agreement, the Canada-Nunavut Tax Collection Agreement, and the Fiscal Framework Agreement.
- Manage Federal-Territorial relations with the Department of Finance and the Canada Revenue Agency.
- The Manager must respond in a timely and professional manner with requested technical information and advice, thus enhancing the service image of the activity and the department. The Manager must ensure that appropriately educated and trained staff are employed in each of the areas of responsibility in order that the required technical expertise is available to effectively operate the task area, and must ensure that policies, systems, and procedures are developed and put in place so that the areas can appropriately complete program objectives.
- Evaluate the need for the Division's programs and services on an on-going basis and initiate actions for change, when required.
- Collect, analyze and evaluate information to provide coordinated, timely and accurate reports, advice and assistance to all staff and to senior management, including advice to be used by the Minister

- Lead the preparation of the Division's Business Plan and Main Estimates including related Ministerial briefing material.
- Exercise control of Division expenditures, including exercising spending authority, to ensure all transactions are processed in accordance with legislation, policies, and procedures.
- Monitor the Division's revenues and expenditures, preparing and commenting on monthly Variance Reports and ensuring that the Division operates within budget.

5. KNOWLEDGE, SKILLS, AND ABILITIES

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

The position requires specialized knowledge of Nunavut's tax systems as well as general budgetary and administrative systems and principles including familiarity with the following agreements and legislation:

- The *Nunavut Act (Canada)*;
- Article 23 of the *Nunavut Land Claims Agreement*;
- The *Fiscal Framework Agreement*;
- The *Federal-Provincial Fiscal Arrangements Act*;
- The *Canada-Nunavut Tax Collection Agreement*; and
- The *Canada-Nunavut Reciprocal Taxation Agreement*

The position requires in-depth knowledge of Federal-Territorial relations and funding mechanisms, as well as an understanding of Federal-Provincial-Territorial (FPT) issues in order to represent the GN at inter-jurisdictional meetings.

The Manager is required to plan and organize the division as well as to coordinate the operations of the division in order to ensure efficient day-to-day operation.

The position requires experience working in a cross-cultural and multi-lingual environment.

Expert knowledge and experience is required in the area of fiscal policy development and public policy analysis.

The position requires excellent skills in understanding and motivating individuals at various levels of technical ability.

Strong verbal and written skills in Inuktitut is also an asset in order to communicate a range of simple to highly complex issues, ideas and recommendations to other senior GN officials, federal officials, Cabinet Ministers, MLA's and individual Nunavummiut.

Knowledge Requirements

- Degree in Public Administration or Business Administration from a recognized university with a specialization in finance and/or economics
- Demonstrated knowledge of public administration, accounting, strategic planning, evaluation, organizational design and program design theory and principles and proven experience in the application of this knowledge in complex situations having discrete or corporate wide impact
- Knowledge of computer applications related to accounting and financial planning and database management
- Knowledge of fiscal policy development in a public sector environment setting, gained from 2 or more years experience in the public sector.
- Knowledge of acts, regulations, and policies specific to and relevant for Nunavut.
- Knowledge in coordinating and leading in the training and development of staff is required.

Problem Solving

Superior judgment, strategic-thinking, and the ability to negotiate and obtain consensus are required to resolve issues in a complex, diverse and uncertain environment. The incumbent must be able to make effective extrapolations with incomplete information and develop creative solutions.

Skills and Abilities

- Has excellent interpersonal skills and the ability to adjust appropriately to a particular individual or entity to recognize and consider their varied responsibilities.
- Proven leadership skills with ability to manage and develop a team of professionals.

- Ability to convey and receive information about a wide variety of topics with audiences who may, or may not be familiar with the subject or concepts.
- Incumbent must know how to lead, advise, guide, and counsel committees.
- Strong conceptual and reasoning skills and high tolerance for ambiguity.
- Superior communication including writing, persuading, negotiating, guiding, and conducting presentations and work shops to a large audience.
- Ability to build strong relationships and foster a cooperative environment.
- Ability to deliver within tight deadlines.
- Ability to work within a diverse multi-cultural environment using tact and diplomacy.
- Ability to think strategically and translate goals into operational objectives.

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, and 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.

- Spending long hours working at a computer terminal is hard on the back, eyes and hands.
- Attending meetings that are of long duration.
- The incumbent travels three to four times a year, which may result in the disruption of normal business schedules.

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.

- Requirements to produce work of high quality often under very stringent deadlines – may create stress.
- The work environment is comfortable.
- Travel maybe required to Nunavut's communities by small aircraft, and travel will be required to southern jurisdiction by jet.

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.

- Requires long periods at computer and the ability to pay close attention to detail.
- Listening skills are critical in meetings such as Federal/Provincial/Territorial meetings of elected and appointed officials.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

This is a stressful job due to the high level of expectations from senior management, Cabinet and Nunavummiut, as well as the requirement to realize the Government's expected level of revenues.

- Requires listening and analyzing information at meetings.
- Ability to remember and synthesize information and instructions.
- The incumbent is seen as a critical partner in the effective operation of the section, as such the incumbent will operate in a fast paced, ever evolving environment, and will require a stable and calm demeanour when faced with politically complex and time sensitive deadlines and issues.
- The incumbent will be expected to support the priorities and expectations of the Department and the Minister by providing sound and timely analyses, briefs and presentations, and to develop practical recommendations within very tight timelines.
- The Senior Management Team demand high levels of performance from this position that may place greater than average demands on the free time of the incumbent.
- This position will have attendant periods with very high levels of intensity, stress, and pressure.

The incumbent will be expected to work in a professional and thoughtful manner, provide deliberative relevant analyses when requested, and furnish adequate levels of support to the senior management of the Division and Department.

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>Director, Fiscal Policy (03-05054)</p> <p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
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<p>_____ Deputy Head Signature</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>

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”.