

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position		Fin. Code
10-12049	Policy Analyst Intergovernmental Liaison	Director, Policy Planning & Evaluation		
Department		Division/Region	Community	Location
Health & Social Services		Policy, Planning & Evaluation	Iqaluit	Iqaluit

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>This position, reporting to the Director Policy, Planning and Evaluation, provides intergovernmental liaison secretariat services to the Deputy Minister, and Minister of Health and Social Services. Federal-Provincial-Territorial (FPT) meetings and activities in the Health and Social Services portfolio are voluminous, complex and demanding, with Health and Social Services Canada-wide the fastest changing, most politically charged portfolio in government. Meetings and intergovernmental working committees occur frequently and it is critical for the Deputy Minister and Minister to be adequately prepared to deal with the wide variety of issues that are addressed in working committees, conference calls and face to face meetings. Effective support from the Analyst to the Policy division will ensure that Nunavut is prepared for discussions and negotiations with all levels of government.</p>

3. SCOPE

<p>Describe in what way the position contributes to and impacts on the organization.</p> <p>The Policy Analyst, Intergovernmental Liaison provides invaluable secretariat services for the DM and the Minister in their Federal-Provincial-Territorial conferences, meetings and negotiations. There is a high volume workload that must be effectively organized to ensure the leaders in the organization are adequately briefed and prepared to participate as full partners in FPT negotiations. Work ranges from intergovernmental research, to participating on intergovernmental working committees to preparing briefing notes and books through to the preparation of speaking notes on all issues discussed in the FPT forum. The Analyst must link all divisions which are dealing with FPT issues to ensure there is consistency in the position taken by the Department at the various tables. The Analyst's success in adequately briefing and preparing the DM, ADMs and Minister could mean increased revenues for the Department and the ability to benefit at no cost from health research relevant to Inuit.</p>
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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.

The Analyst reports to the Director, Policy, Planning and Evaluation and is accountable for organizing the Department's participation in the Federal-Provincial-Territorial (FPT) Health forum by:

- Acting as the Department's primary contact with the lead province or territory to obtain or give information needed for the FPT meetings and activities;
- Organizing information to keep GN participants informed of the scheduling of conference calls, meetings, negotiations and conferences;
- Notifying affected officials and the Minister of upcoming FPT activities in which they must be involved and informing them of the action they need to take to report on their progress;
- Notifying and liaising with other Departmental/interdepartmental officials responsible for developing documents or participating in intergovernmental working groups;
- Following up with responsible staff to ensure they fulfil their commitments and to obtain feedback on the outcomes of meetings and the scheduling of further activities;
- Notifying the lead province of who will represent the GN at meetings and ensuring that GN participants know of the meeting, accommodation and travel arrangements.

The Analyst is responsible for liaising with FPT counterparts to gather data and coordinate participation in research and intergovernmental working committees by:

- Maintaining an inventory of FPT working groups or committees and noting those on which HSS is represented;
- Maintaining accurate records of which departmental officials are participating on working committees and what obligations the Department must fulfil;
- Conducting research as assigned to obtain Nunavut-specific information that will be utilized by working committees;
- Notifying participants of the schedule for working committee meetings, and teleconferences to ensure the GN participates effectively and fulfils its obligations.

The Analyst is responsible for effectively gathering data and preparing materials to brief departmental leaders so that they can effectively participate in the teleconferences, meetings, conferences and negotiations by:

- Preparing briefing notes on upcoming FPT activities primarily for the purpose of ensuring that participants or potential participants are aware of the status of particular issues;
- Verbally briefing the Director, Policy Planning and Evaluation, the Deputy and/or the Minister on the agenda and issues to be discussed at upcoming meetings and teleconferences so that the appropriate leader is prepared to make a useful contribution to discussions;

- Preparing briefing notes and speaking notes for the Deputy and/or the minister so that they are prepared to highlight GN issues during round table telephone discussions;
- Coordinating and compiling briefing manuals to orient and prepare the Deputy Minister/Minister to participate in face to face decision making FPT meetings;
- Attending meetings with the Deputy and/or Minister where appropriate and providing speaking notes and direct support during and between meetings;
- Preparing notes to file and minutes of FPT meetings/conferences in which the Analyst participates with the Deputy and/or Minister where appropriate.

The Analyst is accountable for preparing the materials required by the Legislative Assembly to report progress on the Minister's FPT activities by:

- Maintaining detailed records on the FPT conference calls, meetings, intergovernmental working committees and negotiations that the Department participates in;
- Liaising with departmental participants including Directors, ADMs, the DM and the Minister to obtain reports on their FPT activities and to remain up to date on developing intergovernmental issues;
- Preparing minutes and notes to file to record decisions and commitments made in the FPT forum and to ensure there is an accurate record of proceedings;
- Preparing draft FPT activity reports for review by the Deputy Minister and ADMs;
- Finalizing the FPT reports, and working with the Director, Policy, Planning and Evaluation to obtain ministerial approval, finalize ministerial speaking notes for tabling the documents and take the necessary steps to table the required reports at the appropriate session of the Legislative Assembly.

This position will be expected to perform general divisional duties as assigned by the Director of Policy and Planning. This will include participating in divisional activities and supporting collective divisional priorities such as preparation for Legislative Assembly Sittings, business planning, and other work as appropriate.

5. KNOWLEDGE, SKILLS AND ABILITIES

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

- Highly developed analytical skills, ability to analyze complex social policy, legal and health care issues and to develop practical and acceptable solutions; ability to analyze; interpret, research, and develop legislation and policy.
- Advanced knowledge of health and social law, the development of policy and the legislation process, including the technical aspects of legislative drafting.
- Sound knowledge of the processes, administrative requirements and dynamics of the Territorial and Federal government and the Canadian health care system.
- Working knowledge of departmental/GN legislation, policy and procedures.
- Excellent communication skills; must be able to clearly articulate concepts and provide advice both orally and in writing, including submissions to Cabinet and Department of Finance.
- Good interpersonal skills, ability to work effectively with senior government officials, health care organizations, non-government organizations, and the public.
- Strong facilitative skills, ability to guide senior managers and to manage conflict constructively. Ability to manage projects, personnel and to negotiate contracts and agreements.
- Knowledge of corporate and strategic planning, accountability processes.
- Cross cultural sensitivity and awareness of current northern issues.
- Good computer skills and knowledge of software applications for word processing, presentations, data base programs and electronic communications.
- Ability to manage multiple projects at one time, meet deadlines, and to provide timely analysis.

The above skills are normally attained through post-secondary training in the area of policy development and analysis, political science, law, health administration or related field or a combination of other education and related work experience totaling five years, including at least 2 years of related work experience. Related work experience would include legislation and policy research, development and analysis and work related to the mandate of the Department of Health and Social Services.

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.

The incumbent may be required to work in high pressure situations with very tight deadlines, sometimes on weekends or evenings depending on timing of an event, which may result in physical fatigue. Several hours, on a daily basis, on a computer terminal causing physical fatigue. Travel may be involved. The incumbent works in an office environment with natural and artificial light and the ability to get up and move around.

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.

The incumbent is subject to long-term exposure to high levels of stress due to pressure on incumbent to meet simultaneous deadlines over which incumbent has little control. May have to make extra effort in tracking and retrieving information from a variety of sources. The position is presented with frequent changes in conditions and problems that require the use of personal judgment for timely solutions.

Sensory Demands

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

Concentrated use of eyes, ears and hands for several hours each day.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

The incumbent will operate in a fast-paced, changing environment and will require a stable and calm demeanour when faced with politically complex and time-sensitive deadlines and issues. The variety and volume of work presents a challenge in setting and shifting priorities on a daily basis while remaining on track with long term planning and development initiatives. The incumbent will be expected to provide timely advice and assistance on divisional matters. This position will have periods with high levels of stress and pressure.

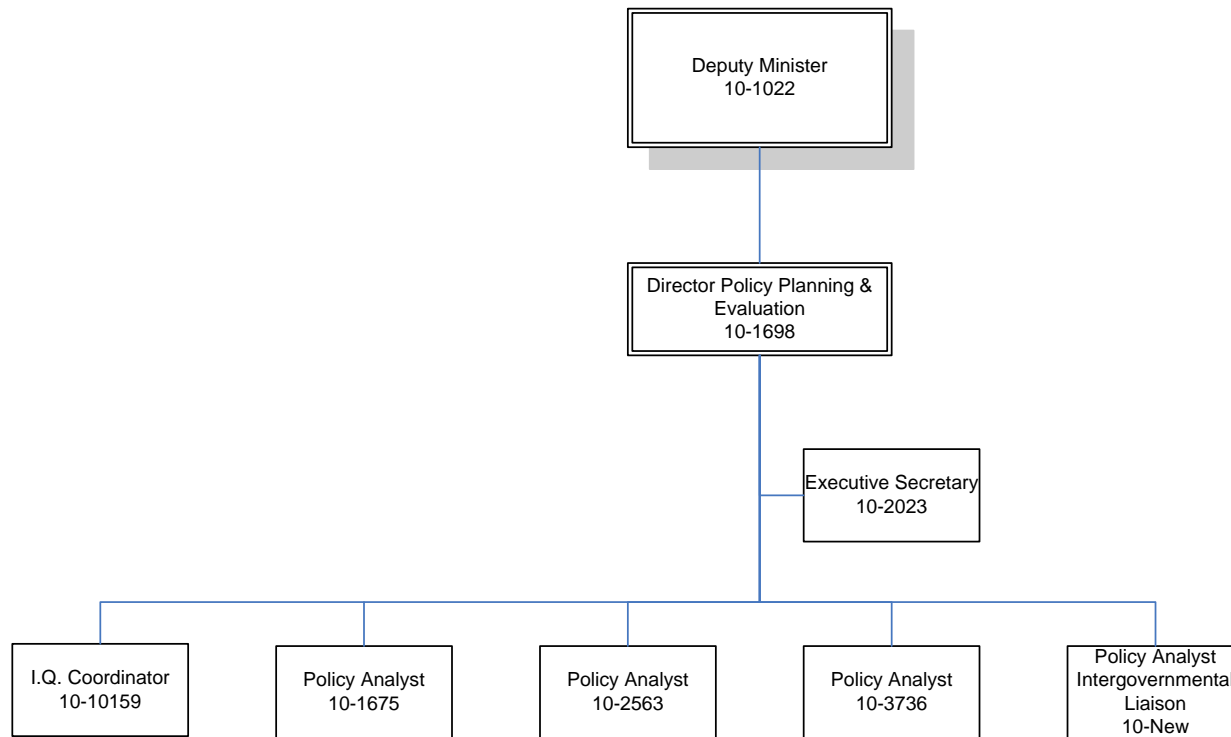
7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date 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”.



Deputy Minister

Date