

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	
03-14573	Policy Analyst	Manager, Corporate Policy (03-10293)	
Department	Division/Region	Community	Location
FINANCE	03010-01 Corporate Policy	Iqaluit	Parnaivik
Fin. Code: 03010-01-1-111-0300000-01-????			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Reporting to the Manager/Director of Policy and Planning, the Policy Analyst is responsible for supporting their supervisor to evaluate the broad policies and priorities of the Government/Department (as expressed in legislation, regulations, policies, planning documents, etc.) and applies those findings to the development of policies, legislative proposals, other required documents for the Department. Incumbent plays a pivotal role in managing/disseminating/tracking information and ensuring that the Directorate, Minister, other divisions / departments, and associated senior management are effectively and concisely informed on policy matters as a way of contributing to effective and democratic decision-making. The position coordinates departmental responses to requests made under the Access to Information and Protection of Privacy (ATIPP) Act.</p> <p>The Analyst will assist in identifying, researching, developing, and recommending policy and procedure implementation that will serve to strengthen Nunavut's public agency operations. Working under the Manager, the primary resource to both the Financial Management Board (FMB) and the public agencies themselves, the Analyst plays a key role in evaluating and making recommendations on the evolution of the structure, governance and financial stability of Nunavut's public agencies; the relationship between the Government of Nunavut and its public agencies; and public agency accountability and transparency when reporting to both Nunavut's Legislative Assembly and Nunavummiut (Nunavut residents). Public Agency Operation's objective is to ensure that all public agencies operate at the highest possible level with the tools that their staff and Boards of Directors need to excel. Assisting the Manager in monitoring, evaluating, and providing hands-on assistance in all areas of corporate, fiscal, and financial policy, as well as day-to-day public agency operations, the Analyst adds value to the GN-public agency relationship.</p>

3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>This position contributes to the overall functioning of the department and the reporting of programs and services by the Minister and Deputy Minister to Cabinet, the legislature, and external stakeholders. Through the strategic/business planning process, the position has an impact on the short and long-term direction of the department. This position works to track and ensure that the department meets its statutory and program obligations. Through the provision of effective and responsive policy and legislation development and recommendations, analysis and research, the position has an impact on program and service delivery. There is a high-volume workload that must be effectively organized to ensure proactive departmental planning and responses. The position works independently and in a team environment to manage the policy and legislation review, development, and implementation process within the department. The position also requires a close working relationship with senior managers and managers in the program areas related to a given policy or legislative project, as well as external</p>

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?

stakeholders and contractors.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

1. The Policy Analyst is a key member of the team that provides support to the Minister and Deputy Minister related to Legislative Assembly activities, developing policy options, submissions and reports by:
 - Preparing briefing binders for the Minister and Deputy Minister, including coordinating, writing, updating and editing briefing notes;
 - Researching and preparing clear and concise analyses of issues relevant to the development of decisions, policies and actions as well as for larger departmental goals and initiatives;
 - Preparing submissions to Cabinet and FMB on Departmental Policy and Planning issues;
 - In conjunction with senior managers, preparing responses to oral and written questions raised in the Legislative Assembly, as well as Ministerial statements;
 - Monitoring Legislative proceedings, documents Finance issues and prepares appropriate responses;
 - Preparing responses to public and government inquiries related to the Department's programs and policies as well as existing legislations and regulations;
 - Developing and coordinating documents requested by the Legislative Assembly such as responses to recommendations of special Committees/Task Forces of the Assembly in conjunction with the Manager and Director of Corporate Policy and appropriate program managers;
 - Developing and maintaining procedures to ensure that all relevant issues are addressed in the Ministerial briefing books.
2. The Policy Analyst assists the Manager, Corporate Policy to support the Minister and Deputy Minister with the annual Business Planning process by:
 - Analyzing requirements and making recommendations for and organizing the Business Planning Process;
 - Assisting the Manager in coordinating and guiding the Senior Management Committee through the planning process and ensuring systems and procedures are in place to implement and monitor results;
 - Preparing the Business Plan document to ensure consistency with department priorities, Cabinet directives and Government-wide guidelines.
3. Assists in the collection of information for responses to requests made under the Access to Information and Protection of Privacy Act.
4. Participates in the Departmental Inuit Qaujimajatuqangit (IQ) Committee and plays a significant role in promoting departmental Inuit Employment Plan (IEP) objectives.
5. Participates in and reports on interdepartmental committees and meetings.

6. The Policy Analyst will undertake other duties from time to time as assigned by the Manager or Director.

5. KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge:

- Knowledge of legislation, policies, procedures, and best practices specific and relevant to Nunavut.
- Working knowledge of policy and legislation development processes.
- Knowledge of government functions, as well as authorities and accountability structures
- Awareness of the unique challenges facing Nunavut - from culture and history to understanding the role of Inuit and our responsibilities under the *Nunavut Act*.

Skills and Abilities:

- Basic understanding of government policy and legislation, from conception and creation to evaluation and review of existing policy/legislation
- Strong research skills, including ability to identify sources, gather pertinent information, analyze and generalize data and information.
- Strong analytical and conceptual thinking.
- Excellent communication skills and ability to clearly articulate complex concepts and provide advice both orally and in writing.
- Ability to identify and evaluate policy options.
- Ability to work effectively as a member of a team and independently.
- Ability to work effectively in cross-cultural environment.
- Proficiency with PC applications.

Qualification Requirements:

- Undergraduate degree in Public Policy/Administration, Political Science, Social Science, Law, Business Administration or a related field.
- Two years of experience developing and analyzing public policy, programs and systems in a large organization or government setting.
- The ability to speak more than one of Nunavut's official languages is an asset

An acceptable combination of education and experience may be considered.

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 each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

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

- Daily use of computers and other equipment.
- Much time is spent in a sitting position with frequent opportunity to move about.
- Extended work hours are necessary on occasion to complete projects and to address immediate concerns. Fatigue may result.

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, and conditions that increase the risk of accident, ill health, or physical discomfort.

- The incumbent works in a typical office setting, dealing with policy and communication issues that are politically sensitive in nature.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- Works with computers daily and other miscellaneous electronic equipment.
- Reviewing and writing detailed electronic and hard-copy documents and reports (daily basis) can cause eyestrain and other physical discomforts.
- Spends considerable time on the telephone and in face-to-face meetings dealing with a variety of issues where being extremely attentive to details is required.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- Competing priorities and demands, multi-projects/tasks, tight deadlines and project scheduling changes can create stress.
- Interaction with staff and other stakeholders can be mentally and emotionally intensive and require knowledge, confidence, tact and diplomacy.
- Political pressures, tight deadlines, changing priorities and multiple simultaneous demands can add to mental anxiety and can increase stress level.

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>_____ 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>
<p>_____ Deputy Minister</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”.