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Building Nunavut Together
Nunavut Iluqatigiingniq
Bâtir le Nunavut ensemble

GOVERNMENT OF NUNAVUT EMPLOYMENT OPPORTUNITY

Title: Senior Policy Analyst

Re-Advertisement

Department: Human Resources

Community: Iqaluit

Reference Number: 04-506832

Type of Employment: Indeterminate

Salary: \$99,743 per annum, 37.5 hour/week

Northern Allowance: \$15,061 per annum

Union Status: Excluded

Housing: Subsidized Staff Housing is not Available

Closing date: October 29, 2021 @ 11:59 PM
EST

This employment opportunity is restricted to residents of Iqaluit only.

Reporting to the Manager, Policy and Planning, the Senior Policy Analyst works closely with the Policy and Planning team to develop and coordinate comprehensive research, public relations and communication activities and products. This position plays a key role in strategic planning and in the development and evaluation of policies, guidelines, programs and legislation. The Senior Policy Analyst contributes to the team efforts of the department, maintaining a high level of discretion and taking initiative to solve problems and represent the department at interdepartmental meetings and working groups.

The Senior Policy Analyst takes a lead role in the development, coordination and management of departmental strategic planning, legislation, policies and procedures. The incumbent will take initiative in making recommendations, supported by thorough analysis, to create or amend legislation and to develop new policies or procedures. In cooperation with the Manager, the incumbent of this position will develop official submissions, including research reports, Financial Management Board submissions, Cabinet requests for decision, legislative proposals, discussion papers, information items, options papers and decision papers. The Senior Policy Analyst will consult with the department staff as well as GN departments and other stakeholders to coordinate the content of and activities related to Ministerial briefings and Legislative Assembly documents. The evaluation of amendments to existing Government of Nunavut (GN) policies and programs to ensure efficiency, consistency and relevance is also an ongoing priority for this position.

The knowledge, skills, and abilities required for this job are usually obtained through a degree in Public Policy/Administration, Social Sciences, Business Administration, Law or other related field from a recognized post-secondary institution, along with three (3) years of experience developing and analyzing public policy, programs, and systems in a large organization or government setting. The candidate should have strong analytical thinking skills, strong research skills as well as excellent communication skills both orally and in writing.

The Official Languages of Nunavut are Inuktitut (Inuinnaqtun), English and French. Fluency in more than one of Nunavut's official language is an asset. Knowledge of Inuit language, communities, culture, land and Inuit Qaujimagatqangit is an asset.

Equivalencies that consist of an acceptable combination of education and experience may be considered.

An eligibility list may be created to fill future vacancies.

If you are interested in applying for this job, please email your cover letter and resume to GNHR@gov.nu.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Inuit. Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Applicants may submit their resume in the Official Language of their choice.
- Eligibility list may be created to fill future vacancies.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.

CONTACT: Department of Human Resources, Government of Nunavut
PO Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0
www.gov.nu.ca/public-jobs

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