

1. IDENTIFICATION

Position No. 08- 13646	Job Title Policy Advisor ISV	Supervisor's Position 08-04370	
Department Culture and Heritage	Division/Region Inuit Qaujimajatuqangit	Community Iqaluit	Location Iqaluit

Financial Code: 08800-01-1-235-0880000-01-????

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Reporting to the Director of Inuit Qaujimajatuqangit, the Policy Advisor ISV, is responsible for establishing through a policy framework, a set of Inuit Societal Values (ISV) Guidelines and Action Plans, and a performance measurement and evaluation system for a new Government of Nunavut "<i>Inuit Societal Values Strategy</i>" and for furthering ISV in the public service. The incumbent liaises regularly with senior management and staff in Culture and Heritage and with other Government departments and agencies to ensure the dissemination of information to and from the Inuit Qaujimajatuqangit division that contributes towards the implementation of an <i>Inuit Societal Values Strategy</i>.</p>
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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>The Government of Nunavut (GN) through the Department of Culture and Heritage is committed to the promotion and integration of Inuit Societal Values in all levels of its operations. Many projects undertaken by the division are closely linked to the promotion and protection of Inuit Societal Values.</p> <p>The Policy Advisor ISV will lead the effective research, development and implementation of an <i>Inuit Societal Values Strategy</i>, as it will have a broad impact across all departments and public agencies of the GN. The scope of this Program will have a direct impact on the public, as well as the manner in which the GN provides services. In addition, there are significant financial and budgetary implications that may result from the introduction of a GN-wide <i>Inuit Societal Values Strategy</i>.</p> <p>The Policy Advisor ISV liaises with two other positions in the division: an Inuit Societal Values Research Analyst and an Inuit Societal Values Implementation Advisor. All three positions</p>

enable the division to effectively plan and execute Inuit Societal Values as mandated by Sivumut Abluqta and to assess the effectiveness of GN-wide *Inuit Societal Values Strategy* implementation.

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.

Dimension and Scope of Responsibility:

The Policy Advisor ISV reports to the Director, Inuit Qaujimajatuqangit

- The Policy Advisor ISV will also work closely with the Policy and Planning Division.
- To this end the Policy Advisor ISV will attend all Policy and Planning divisional meetings, and at the request of the Director of Policy and Planning liaise with other Policy staff within Culture and Heritage and across the GN as needed.

The incumbent is responsible for developing an *Inuit Societal Values Strategy*. Duties shall include but not be limited to:

- Conducting research on ISV issues to gain a better realization of Inuit culture and tradition and its regional and community variations;
- Consult with ISV Coordinators across departments and agencies to identify the need for new or revised policies and procedures as a result of the development of an *Inuit Societal Values Strategy*;
- Identifying the main components of a comprehensive policy representing the Government's stated position on ISV.

The Policy Advisor ISV will provide administrative support to the Inuit Societal Value Katimajit (ISVK)

- The Policy Advisor ISV will provide administrative and logistical support to the ISVK by taking meeting minutes and distributing information amongst ISVK members as needed; and,
- The incumbent will also be responsible for providing annual reports of the ISVK to the Legislative Assembly

Assists in mentoring the ISV Research Analyst and the ISV Implementation Advisor

- Collaboratively reviews workplans with the Director, Inuit Qaujimajatuqangit;
- As the lead Policy Analyst for the division the incumbent will help guide other staff towards achievement of divisional and departmental mandates and objectives by

mentoring the two positions towards a broader understanding of ISV Policy and strategic implementation activities for the *ISV Strategy*;

Other responsibilities include:

- Leading the development of appropriate supporting policies and programmes within the Inuit Qaujimajatuqangit division; and,
- Any other initiative that the Director, Inuit Qaujimajatuqangit may require or authorize.

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 behaviours 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.

Education

Post-secondary education at the degree or diploma level is essential. Strong formal education in evaluation and performance measurement in social sciences or business administration is required. This will normally be obtained through a degree or diploma in social sciences, aboriginal studies, business administration, and/or in the applied use of information systems in targeting and measuring impacts of initiatives.

The Policy Advisor ISV must have at least 3 years progressively responsible employment experience in several of the following areas: Government and the public sector, strategic and operational planning, information technology, program evaluation, Inuit or aboriginal studies, communications, business planning, program evaluation, research, and/or policy development.

Skills and Abilities

Planning

Outstanding planning ability is essential to provide leadership to other departments and from within Culture and Heritage. The Policy Advisor ISV must be able to work at the strategic level and simultaneously develop tangible concrete immediate results in the day-to-day operations.

Program Reporting

Culture and Heritage has been mandated under Sivumut Abluqta to “Integrate Inuit societal values in a unique governance model”, so the incumbent must have a solid grounding in the principles of program evaluation. This will be critical in meeting the needs of assessment related to an ISV Annual Report.

Policy Development

A thorough understanding of the history of Nunavut and Inuit society is important. Furthermore, the incumbent must have a thorough understanding of the Department's mandate and program and be familiar with acts, policies and legislation governing the operation of the Department and the rules that guide the day-to-day operations of the Legislative Assembly, Committees and Cabinet.

Communication

Excellent verbal and written communication skills are required in order to understand and synthesize information from across GN departments, and to communicate directions to varied audiences both within the GN, outside government in Nunavut and outside Nunavut. The ability to synthesize multiple ideas and complex information into a coherent summary, such as reports and briefing notes, is very important; good presentation skills are necessary to deliver complex information and ideas straightforwardly while creating a high level of interest

The ability to encourage and consult with other departments and to further the goals of ISV Implementation is essential.

Influencing a Vision

The Policy Advisor ISV must have a high degree of confidence, be innovative and able to create a long- term vision of what an ISV Implementation Plan could entail.

Although the Policy Advisor ISV actively supports the Director of Inuit Qaujimajatuqangit the incumbent needs to be self-directed with strong results orientation and able to work with minimal direction, given the scope of the incumbent's duties.

Team Work

The Policy Advisor ISV must be a team player who is able to gain the cooperation of colleagues and Senior Managers throughout Culture and Heritage and the GN.

The incumbent must have the ability to establish strong partnerships and to convince stakeholders that a coordinated and cooperative effort in ISV planning is essential to success. The Policy Advisor ISV must create an atmosphere of commitment and cooperation to common objectives across many departments and agencies.

The incumbent must demonstrate excellent mentoring abilities in a cross-cultural environment, the ability to motivate others, excellent time management and organizational skills. Physical, mental and emotional wellness is important in this frequently stressful work environment.

Information Systems

Excellent computer skills in MS Office are required with strong knowledge of Word, Excel, PowerPoint and Outlook.

The incumbent should demonstrate a keen interest in learning and developing skills in the role and in taking on new challenges.

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.

The incumbent must be able to perform some of the duties of colleagues in the division given the cyclical nature of the services provided and the practicalities of staff absences. This will happen regularly given the size and specialized skills in the division.

Presenting to large and small audiences may also lead to physical and mental stress.

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

The incumbent works in an office environment with frequent disruptions, impacting the ability to concentrate. Travel may be required within Nunavut, Canada and internationally in all weather conditions. Meeting multiple deadlines, particularly in preparing submissions for the Minister and the Legislature, generates stress and will require lengthy days spent sitting at a computer. Overtime may be required at peak times.

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 through one or more of the incumbents' senses.

The Incumbent spends a substantial amount of time in front of the computer terminal. This can result in eyestrain and other levels of physical discomfort. The incumbent also spends a great deal of time reviewing financial documents, legislation, policies, reports and statements under tight timeframes, which can result in fatigue and eyestrain.

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.

The Incumbent often faces extreme pressure to meet deadlines, and a high degree of accountability and visibility of the division in reporting on results may increase the sense of tension and anxiety in the role. Pressure to meet these deadlines and provide a high degree of accuracy contributes to a high level of employee stress and burnout.

This is a typical policy and program development position. Attention to detail, reading documents, and working with electronic material and on-line systems will require sustained visual attention.

Having to rely upon partners to produce information to assemble documents and reports may be stressful when departments are unwilling or unable to comply with providing the needed information.

7. CERTIFICATION

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

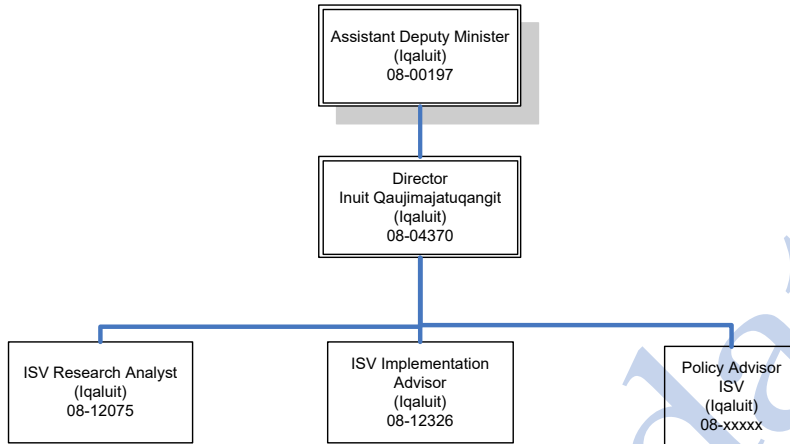
8. ORGANIZATION CHART

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”.

Culture and Heritage

CHART 2 – INUIT QAUJIMAJATUQANGIT



Date: 26 August 2014

Deputy Minister

To be updated