

**1. IDENTIFICATION**

Position No.	Job Title	Supervisor's Position	Financial Code	
08-15387	Manager, Policy and Planning	Director, Policy and Planning (08- 08-10266)	08040-01-1-235-0800000-01-????	
Department		Division/Region	Community	Location
Culture & Heritage		.Policy and Planning (08040-01)	Iqaluit	Qikiqtaaluk

**2. PURPOSE**

Main reason why the position exists, within what context and what the overall end result is.
<p>Under the general direction and supervision of the Director of Policy and Planning, the Manager takes a lead role in the coordination, management and development of the Department's policies and preparation for the Legislative Assembly. In addition, the Manager will take initiative in recommending the creation or amendment of legislation and/or policies, oversee Access to Information and Protection of Privacy (ATIPP) activities, and the departmental strategic planning process.</p> <p>The Manager liaises regularly with departmental branches, senior managers, Senior Policy Analysts, and the Director, Policy and Planning to ensure the dissemination of information to and from the Policy and Planning Section and to contribute to the achievement of divisional and departmental objectives.</p>

**3. SCOPE**

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>The Policy Division of the Department of Culture and Heritage provides expert advice and analysis related to policy and legislation for and on behalf of the Department in providing service to the people of Nunavut. The Policy Division serves the department in the areas of strategic planning and program policy development</p> <p>The Manager's effectiveness in this role will be a direct reflection of the Department's ability to meet its goals and objectives with regard to policy, operational and administrative matters, and integration of Inuit Societal Values.</p> <p>A high-volume workload must be effectively organized to ensure that the Department, Minister, other departments and associated senior management are informed and supported on policy matters as a way of enabling effective and democratic decision-making.</p> <p>Representing the Department's interest, the Manager participates in interdepartmental working groups, consultative processes and liaises with external partners such as Nunavut Tunngavik Incorporated (NTI), Regional Inuit Associations, and Canadian Heritage as needed.</p>

## 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.**

**Leads the development and ongoing evaluation of departmental policies, procedures and guidelines by:**

- ◆ Overseeing the evaluation of existing policies and procedures to determine their effectiveness in meeting departmental and governmental priorities;
- ◆ Consulting with program managers to identify the need for new or revised policies;
- ◆ Assessing proposed policies and programs to determine their suitability and compatibility with existing policies, programs, and priorities by:
  - Reviewing proposal objectives;
  - Analysing the potential political, legal, and financial effects of proposed policies and programs on the Department;
  - Recommending evaluation and effectiveness indicators for proposed policies and programs; and
  - Supporting the Department's other divisions on matters of planning, policy, and evaluation.
- ◆ Working closely with program managers to ensure that departmental policies, procedures and guidelines are consistent with their program needs as well as consistent with government priorities and objectives, as outlined in the present-day Government's mandate;
- ◆ Coordinating consultations on policies under development with departments across government and other impacted stakeholders;
- ◆ Supervising and supporting the preparation of policies, directives, business cases and supporting documentation for Cabinet review and approval; monitor the outcome of Cabinet reviews and work with program managers to implement recommendations made;
- ◆ Ensuring that departmental policies, procedures and guidelines are accessible once finalized and approved for implementation; identify the need for publication to ensure that information is accessible by client departments and staff throughout the department; and
- ◆ Engaging with the necessary committees, individuals and organizations to ensure the philosophies and practices of Inuit Qaujimagatuqangit are reflected.

**Supports the development of legislation and policy initiatives by:**

- ◆ Overseeing the analysis and research for various initiatives;
- ◆ Providing recommendations and analysis to the Director on policy and legislative development;
- ◆ Supporting the Director and Senior Policy Analysts in the legislative development process;
- ◆ Designing and managing projects to develop legislation, including the provision of drafting instructions and requests for legal opinions;
- ◆ Advising departmental staff and others regarding legislation and policies;
- ◆ Engaging with the necessary committees, individuals and organizations to ensure the philosophies and practices of Inuit Qaujimagatuqangit are reflected in the initiatives; and
- ◆ Establishing and maintaining partnerships with other departments, central agencies, levels of government, and key stakeholders to exchange information and effectively collaborate, consult and address issues of mutual concern.

**Provides secretariat support the Minister, Deputy Minister, Director of Policy and Planning, and Senior Managers by:**

- ◆ Attending to all Standing Committee and Legislative Assembly Session support matters, including briefing notes and speaking notes;
- ◆ Coordinating the monitoring of proceedings in the Legislative Assembly; advise the Deputy Minister of any departmental issues arising (such as oral and written questions) and action them as required through to resolution;
- ◆ Developing special reports, briefing notes, letters, and responses by the Minister, the Deputy Minister and the Director;
- ◆ Coordinating, through the Director, accurate and timely Department-wide submissions of information for senior managerial and Ministerial briefings;
- ◆ Overseeing the preparation, compilation and regular updates of Ministerial briefing materials; and
- ◆ As required, supporting and overseeing the development of briefing materials, preparation for meetings and Nunavut's participation on Federal-Provincial-Territorial (FPT) files.

**Supports the departmental strategic planning process by:**

- ◆ Facilitating the development of departmental business plans; coordinate department-wide involvement in the strategic planning process to ensure that the goals, priorities and outcomes identified in the departmental business plan are representative of all core businesses of the department;
- ◆ Ensuring that the departmental business plan is consistent with government-wide priorities and guidelines;
- ◆ Working closely with the Corporate Services Division to ensure the consistency of identified departmental objectives and corresponding budget allocations; and
- ◆ Supervising the monitoring of progress on departmental initiatives identified in the business plan and the preparation of progress reports for review by departmental senior management and possible tabling in the Legislative Assembly.

**Oversees ATIPP and records management by:**

- ◆ Ensuring transparency in government through the accountability for ATIPP requests, and proper archiving of policies, strategic plans and documents that establish a historical record of the activities of the department;
- ◆ Providing support to staff on these files; and
- ◆ Reviewing requests and materials and providing guidance to staff completing and responding to requests.

**Managing and mentoring to staff by:**

- ◆ Selecting, developing, directing, motivating and evaluating subordinate staff to achieve mandates and objectives;
- ◆ Conducting employee performance reviews and making recommendations to the Director regarding training and development for employees;
- ◆ Addressing employee performance issues and imposing progressive discipline as required;
- ◆ Monitoring staff leave and attendance;
- ◆ Providing support and advice to staff;
- ◆ Addressing professional and staff development training needs;
- ◆ Preparing a group work plan and assigning relevant work to staff; and
- ◆ Collaboratively reviewing policy work plans.

In addition to those duties described above, the Manager may be called upon to carry-out other duties as required.

## 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:

- ◆ In-depth knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programs and legislation;
- ◆ In-depth knowledge of the strategic planning process and evaluation frameworks;
- ◆ Thorough understanding of policy and legislation relevant to the Department of Culture and Heritage, as well as those governing the operation of political bodies such as the Legislative Assembly, the Standing Committees and the Cabinet;
- ◆ Knowledge of the Government of Nunavut, including business planning cycle;
- ◆ Knowledge of Inuit Societal Values and Nunavut communities;
- ◆ An understanding of the Access to Information and Protection of Privacy Act and Records Management.

### Skills and Abilities:

- ◆ Superior analytical skills and strong ability to synthesize multiple ideas and complex information into meaningful direction and action, including making clear recommendations for the modification or creation of legislation, policies and programs;
- ◆ Superior ability to design, write, edit and oversee the preparation of government documents, including briefing notes, reports, and speeches;
- ◆ Superior verbal and written communication skills in English or Inuktitut, with the ability to deliver presentations with tact, clarity, enthusiasm and accuracy to widely varied audiences, and to conduct consultations with communities and other stakeholders;
- ◆ Strong time management skills;
- ◆ A high level of initiative and self-motivation;
- ◆ Demonstrated interpersonal and negotiation skills;
- ◆ Strong supervisory skills demonstrated by an ability to effectively supervise a small group of professionals and to act as a team leader and mentor;
- ◆ Aptitude and demonstrated experience for developing and maintaining collaborative relations with team members both within and outside the Department, and for functioning effectively on inter-departmental and multi-sectorial committees and working groups;
- ◆ Ability to provide recommendations, expertise and resource support in the areas of legislation and policy development, research, implementation, coordination and evaluation activities;
- ◆ Ability to work effectively in a cross-cultural environment;
- ◆ Ability to work with ambiguity, under high levels of stress, and tight timelines; and
- ◆ Ability to use computerized systems and software, with an emphasis on the Microsoft Office suite of software products.

### These skills and knowledge are normally acquired through:

- ◆ An undergraduate Degree in Public Policy Administration, Social Sciences, Business Administration, Law or a related field;
- ◆ Five years of experience developing policy and programs in a large organization or government setting. Experience could also include program delivery/management, evaluation, public relations; and research; and
- ◆ Two years of experience supervising staff.

An acceptable combination of education and related work experience may be considered in lieu of formal education requirements.

**Assets:**

- ◆ A master's degree in a related field is considered an asset;

## 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 office 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 issues that impact on personal privacy and can be politically sensitive in nature.
- ◆ Travel, within and outside of Nunavut, is involved.

## 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.

- ◆ The incumbent spends considerable time at a computer, for the creation of detailed reports, manipulation of complex databases, etc. which can cause eyestrain and other physical discomforts.
- ◆ The incumbent spends considerable time preparing, assessing, and reviewing various policy and program documents, reading and preparing reports requiring a significant amount of attention to detail.
- ◆ Considerable time is spent in meetings, which requires concentrated listening and comprehension.

## 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 must coordinate a heavy workload, set priorities for tasks, deal with departmental staff, and other departments in person or on the phone frequently, and effectively manage time to meet frequent and competing deadlines.
- ◆ The incumbent must explain complex strategies or difficult or unpopular policies to department staff, which requires a high degree of knowledge, confidence, tact, and diplomacy.
- ◆ The incumbent leads and facilitates policy development and interpretation and sometimes brings conflicting and diverse positions together and works towards consensus building. The process involving interaction with staff and other stakeholders can be mentally and emotionally intensive and requires tact, confidence and diplomacy.
- ◆ Providing direction and motivation to committees and staff requires enthusiasm, confidence and sensitivity to interpersonal and intercultural relations.
- ◆ Contact with other government departments and outside agencies can require extensive discussion and debate to ensure Departmental objectives and Ministerial direction are accommodated requiring a high degree of enthusiasm, confidence, tact, and diplomacy.
- ◆ Political pressures, tight deadlines, changing priorities and multiple demands can add to mental anxiety and can increase stress level.
- ◆ Ongoing changes in departmental organization produce stress, therefore positive and professional coping skills are a must.

**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”.**