

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-15388	Policy Analyst	Manager, Policy and Planning (08-15387)	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>The Policy Analyst reports to the Manager, Policy and Planning and plays a key role in supporting the Minister, the Directorate and the Department as a whole.</p> <p>The Policy Analyst provides support to the Department by conducting research, assisting in legislation/policy development, tracking ongoing departmental initiatives, preparing Ministerial briefing materials, drafting correspondence and tracking and coordinating responses to questions taken in the Legislative Assembly. The Policy Analyst assists in the development of supporting materials for all Ministerial and Deputy Ministerial appearances in the Legislative Assembly.</p> <p>The Policy Analyst assists in the department's strategic/business planning initiatives and from time to time may coordinate preparations for federal/provincial/territorial activities and other one-time projects.</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>In conducting analysis and research and in supporting effective and responsive policy and legislation development, the position contributes to the overall effectiveness of the department in delivering its mandate.</p> <p>The Policy Analyst is accountable for research, analysis and writing related to policies and directives, reports, Cabinet and Financial Management Board submissions and the departmental Business Plan. Working both independently and within a team environment, the Policy Analyst provides support to the entire Department.</p> <p>The Policy Analyst is required to address a very broad range of issues, frequently of a highly complex and sensitive nature. As well, the Policy Analyst participates and coordinates work in a number of strategic areas simultaneously in order to meet tight deadlines that further the goals of the department and government.</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.

Provides support related to Legislative Assembly activities, the development policy options, submissions and reports by:

- ◆ Analyzing and assessing legislative and policy requirements;
- ◆ 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;
- ◆ Preparing responses to oral and written questions raised in the Legislative Assembly, as well as Ministerial statements;
- ◆ Monitoring Legislative proceedings, documents departmental issues and prepares appropriate responses;
- ◆ Coordinating, writing, updating and editing briefing notes and preparing briefing binders for the Minister and Deputy Minister;
- ◆ 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 and appropriate program managers;
- ◆ Developing and maintaining procedures to ensure that all relevant issues are addressed in the Ministerial briefing books.

Assists the Manager, Policy and Planning to support the Minister and Deputy Minister with the annual Business Planning process by:

- ◆ Analyzing requirements, making recommendations 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.

Performs other duties as required, such as:

- ◆ Assisting in the collection of information for responses to requests made under the Access to Information and Protection of Privacy Act;
- ◆ Participating in and reporting on interdepartmental committees and meetings;
- ◆ Undertaking 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 management and public administration theory and practice;
- ◆ Knowledge of government organizational structures and legislative processes;
- ◆ Cross-cultural sensitivity and an awareness of current northern issues.

Skills and Abilities:

- ◆ Strong Analytical and conceptual thinking skills;
- ◆ Strong research skills, including ability to identify sources, gather pertinent information, analyse and generalise data and information;
- ◆ Excellent communication skills and the ability to clearly articulate complex concepts and to provide advice, both orally and in writing;
- ◆ Excellent organizational, multi-tasking and time management skills;
- ◆ Proficiency with PC applications; MS Office suite of applications, Adobe, the Internet and other electronic information sources;
- ◆ Ability to identify and evaluate policy options;
- ◆ Ability to work effectively as part of a team and independently;
- ◆ Ability to work effectively in a cross-cultural environment.

These skills and knowledge are normally acquired through:

- ◆ An undergraduate Degree in Public Policy/Administration, Social Sciences, Business Administration, Law or a related field; and
- ◆ Two years of experience developing and analyzing public policy, programs, and systems in a large organization or government setting.

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

Assets:

- ◆ The ability to speak more than one of Nunavut's official languages is 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.

- ◆ Incumbent works in a typical office setting, dealing with issues that impact on personal privacy and can be 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 through 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 detail 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 requires knowledge, tact, confidence and diplomacy.
- ◆ Political pressures, tight deadlines, changing priorities, and multiple demands can add to mental anxiety and can increase stress level.

7. CERTIFICATION

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