

1. IDENTIFICATION

Position No. 04-03032	Job Title Senior Policy Analyst	Supervisor's Position Manager, Policy and Planning (04-05116)	
Department 04-Human Resources	Division/Region 04200-01 Policy, Planning and Communications / Baffin	Community Iqaluit	Location 235
Freebalance Coding: 04200-01-1-235-0400000-01-????			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The Senior Policy Analyst takes a lead role in the development, coordination and management of departmental strategic planning, legislation, policies and procedures. The evaluation of amendments to existing Government of Nunavut (GN) policies and programs to ensure efficiency, consistency and relevance is an ongoing priority. The Senior Policy Analyst takes initiative in making recommendations, supported by thorough analysis, to create or amend legislation and to develop new policies or procedures.</p> <p>The Senior Policy Analyst works closely with the Policy and Planning team developing and coordinating comprehensive research, public relations and communications activities and products. The Senior Policy Analyst liaises with colleagues to ensure the timely and accurate dissemination of information to and from the Minister's Office, senior management and regional offices.</p> <p>The Senior Policy Analyst will be required to assist in addressing a very broad range of issues of a highly complex and sensitive nature. Also, the Senior Policy Analyst participates in several strategic areas simultaneously and works to meet strict deadlines as well as the goals of the Department.</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>Working closely with the Manager, the Senior Policy Analyst plays a key role in strategic planning and in the development and evaluation of policies, guidelines, programs and legislation. Keeping abreast of current departmental issues and trends, the Senior Policy Analyst identifies and provides analysis on pertinent research areas, integrating and disseminating this information as appropriate. In cooperation with the Manager, the Senior Policy Analyst develops</p>

official submissions, including research reports, Financial Management Board (FMB) submissions, Cabinet requests for decision, legislative proposals, discussion papers, information items, options papers and decision papers.

The provision of ministerial support and briefings is an ongoing responsibility. In consultation with Department staff, as well as GN departments and other stakeholders, the Senior Policy Analyst will coordinate the content of and activities related to Ministerial briefings and Legislative Assembly documents. 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 represents the Department at interdepartmental meetings and working groups.

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.

Assists in the development, implementation, evaluation and amendment of strategic plans, policies, procedures, guidelines and legislation by:

- Performing comprehensive assessments of proposed policies and programs, identifying potential political, legal, social, economic and financial impacts, determining performance indicators and recommending modifications.
- Evaluating existing policies and programs to determine their consistency with and effectiveness in meeting Department and government-wide priorities.
- Soliciting, analyzing and integrating input from program managers and analysts during policy and program evaluation and development.
- Indicating and prioritizing research needs, coordinating the development and implementation of research workplans drafted by team members and evaluating final products.
- Analyzing alternative means of meeting policy objectives, including initiatives of other jurisdictions, and evaluating the various implications of these options.
- Providing targeted analysis of documents and proceedings, including research studies, proposals, Legislative Assembly debates, Cabinet reviews and discussion papers.
- Contributing to GN initiatives by representing the department at interdepartmental meetings as assigned; and
- Recommending strategies to ensure consistency and compliance with government-wide policies, directives and guidelines, including Access to Information and Official Languages.

Provides ongoing policy support to senior management and the department by:

- Attending to Standing Committee, Legislative Assembly, Executive Council and Ministerial support requirements, including briefings and speaking notes.
- Preparing and editing official submissions, including FMB documentation, Discussion,

Options and Decision Papers, Information Items, Business Plans, and research reports, as well as special correspondence as required.

- Monitoring and critiquing political, social, economic and demographic developments affecting the Department, including the expressed positions of federal, territorial and community governments, Inuit organizations and other stakeholders.
- Projecting the impact of these developments, alerting senior management to contentious issues and recommending responses.
- Coordinating thorough, accurate and timely department-wide submissions of information for senior management and Ministerial briefings.
- Working closely with the communications section to ensure accurate dissemination of public materials.
- Coordinating responses to requests made pursuant to the Access to Information and Protection of Privacy Act.
- Acts as the Manager, Policy and Planning as required; and
- Working on special projects and performing other related 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 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.

Contextual Knowledge:

- Knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programs and legislation.
- Knowledge of the strategic planning process and evaluation frameworks.
- Knowledge of acts, regulations and policies specific and relevant to Nunavut.
- Knowledge of Access to Information Protection of Privacy (ATIPP).
- Knowledge of Nunavut, the land, language and culture.

Skills and Abilities:

- Superior judgement, strategic thinking and the ability to negotiate and obtain consensus are required to resolve issues in a complex, diverse and uncertain environment
- Strong interpersonal skills and the ability to communicate effectively both orally and in writing, to a range of audiences.
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Department, and for functioning effectively on interdepartmental and multi-sectoral committees and working groups.
- Decision-making, analytical and problem-solving skills.
- Strong conceptual and reasoning skills and high tolerance for ambiguity.
- Ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendations for the modification or creation of legislation, policies and programs.
- Excellent organizational skills and time management skills.
- Proficiency with PC applications; MS Office suite of applications, Adobe, the Internet

(researching) and other information sources.

- Ability to convey and receive information about a wide variety of topics with audiences who may or may not be familiar with the subject or concepts.
- Ability to work effectively in a cross-cultural environment.

This combination of knowledge, skills and abilities would normally be acquired through:

- An undergraduate Degree in Public Policy/Administration, Social Sciences, Business Administration, Law or a related field.
- Three 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 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 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 judgments 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 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.
- Considerable stress based on the significant risks associated with poor judgement, decisions, advice and if issues are handled inappropriately.
- Coordinates a heavy workload and competing deadlines, and liaises with colleagues in person, on the telephone, and electronically.
- Contact with other government employees/departments may require extensive discussion, debate and negotiation; this requires a high degree of enthusiasm, confidence, discretion, diplomacy, and sensitivity to inter-cultural relations.
- Works daily within a politically sensitive environment where priorities may shift quickly.

7. CERTIFICATION

_____ Employee Signature	Manager, Policy and Planning (04-05116)
_____ Printed Name	_____ Supervisor Title
_____ Date:	_____ Supervisor Signature
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”.