

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code	
See Appendix	Senior Policy Analyst	Director Policy and Strategic Planning	03300-01-1-111-0302004-04-????	
Department		Division/Region	Community	Location
Nunavut Housing Corporation		Directorate (12000-01)	Iqaluit	Iqaluit

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

Responsible to the Director, Policy and Strategic Planning, the Senior Policy Analyst takes a lead role in the development, coordination and management of strategic planning, policies and procedures of the Nunavut Housing Corporation. The evaluation of existing policies and programs to ensure efficiency, consistency and relevance is an ongoing priority for this position.

The Senior Policy Analyst takes initiative in recommending the creation of legislative amendments, or the development of new policies or procedures, in accordance with current research and political priorities, and supported by thorough analysis.

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. A key area of responsibility involves tracking housing related issues and preparing briefings for senior management, the Board of Directors and the Minister's office.

The Senior Policy Analyst also supports the Director in ensuring the efficient and effective operation of NHC's Board of Directors by providing the Board with a responsive level of support for the fulfillment of its legislated governance and administrative responsibilities.

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?

Policy and Planning is a primary function of the Nunavut Housing Corporation's Directorate Office, located in Iqaluit. Ensuring the effective and timely collection, preparation and presentation of information affecting the decision-making of Senior Management, the NHC's Board of Directors and the Minister's office, the Policy and Planning Division is fundamental to the strategic and operational performance of the Nunavut Housing Corporation.

Providing comprehensive technical and strategic support to the Director, the Senior Policy Analyst plays a key role in the Division's achievement of Corporate and divisional goals by keeping abreast of current housing and other related issues and trends, identifying and providing analysis on pertinent research areas, as well as integrating and disseminating this information as appropriate.

In performing these tasks, the Senior Policy Analyst ensures the Policy and Planning Division efficiently provides the appropriate level of support required by the Directorate Office for the adequate oversight of the Corporation's operations.

Coordinating initiatives assigned by the Director, the Senior Policy Analyst is responsible for developing and reviewing guidelines, policies and legislation as well as producing high quality briefing materials, including research reports, legislative documentation, discussion papers, information items, options papers and decision papers for the Corporate Executive Committee, the NHC Board of Directors, Executive Council and the Financial Management Board.

The Senior Policy Analyst is also responsible for liaising with national/international, provincial, and territorial governments, Inuit organizations and other housing stakeholders; coordinating divisional involvement with Government of Nunavut Departments and other Agencies in developing interdepartmental initiatives.

Given the often sensitive nature of the information entrusted to the Senior Policy Analyst, the position requires the incumbent to maintain a high level of discretion and confidentiality regarding the substance and structure of the work undertaken. Failure to effectively carryout these duties can cause the possibility of missing deadlines and delays in responding to operational concerns (i.e.: Ministerial letters, briefing notes, etc.).

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

The Senior Policy Analyst supports the Director, Policy and Strategic Planning in the following areas:

- In the development, implementation, evaluation and amendment of strategic plans, policies, procedures, guidelines and legislation;
- 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, Corporate and government-wide priorities;
- Soliciting, analyzing and integrating input from program managers and analysts, in the course of policy and program evaluation and development;
- Pinpointing and prioritizing research needs, coordinating the development and implementation of research work-plans drafted by the Policy Analyst, and evaluating final products;
- Analyzing alternative means of meeting policy objectives, including the review of 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 review, and discussion papers;
- Recommending strategies to ensure consistency and compliance with government-wide policies, directive and guidelines, including Access to Information and Official Languages.

The Senior Policy Analyst provides ongoing policy support to senior management by:

- Attending to Standing Committee, Legislative Assembly, Executive Council and Ministerial requirements, including briefings and speaking notes;

- Preparing and editing official submissions, including discussion, option and decision papers, information items, destined for Senior Management, the Board of Directors, Executive Council and Financial Management Board; the Business Plan; and research reports as well as special correspondence as required;
- Monitoring and critiquing political, social, economic and demographic developments affecting housing, including the expressed positions of the federal, territorial and community governments, Inuit organizations, and other stakeholders;
- Projecting the impact of these developments, alerting the Director to contentious issues, and recommending responses;
- Coordinating thorough, accurate and timely Corporate-wide submissions of information for senior management and Ministerial briefings.

The Senior Policy Analyst coordinates, develops and provides advice on documents prepared for the Minister and the Legislative Assembly by:

- 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 Director and appropriate program managers;
- Developing and maintaining procedures to ensure all relevant issues are addressed in the Ministerial briefing binders;
- Coordinating and preparing the briefing binders with the support of the Policy Analysts;
- Coordinating and providing advice on and developing returns for the Minister to oral and written questions and petitions raised during Legislative Assembly as well as Ministerial statements.

The Senior Policy Analyst provides comprehensive, ongoing administrative, communication and support to senior management by:

- Representing the NHC in a variety of interdepartmental committees;
- Providing support for the Senior Management and Executive Committees;
- Directing the development and implementation of communications and public awareness activities and materials as required.

The Senior Policy Analyst will assist the Director in the human resource functions for the Policy Analysts and Casual Staff by:

- Selecting, developing, and evaluating achievement of work plan objectives;
- Scheduling and assigning appropriate tasks for the Policy Analysts as per developed work plan objectives;
- Assisting in the development of divisional, own and the Policy Analysts' work plans;
- Recommending required or appropriate development or training.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Contextual Knowledge Requirements:

- In-depth knowledge of the development, analysis, revision and implementation of policies, procedures, guideline, programs and legislation;
- In-depth knowledge of strategic planning process and evaluation frameworks;
- Familiarity with acts, policies and legislation governing the operation of political bodies such as the Legislative Assembly, the Standing Committees, and the Cabinet;
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- An understanding of, and ability to apply, constructive human resource management methods, time management techniques, and organization strategies;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite of software products.

Skills and Abilities:

- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programs;
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Departments, and for functioning effectively on inter departmental and multi sectoral committees and working groups;
- Ability to act as a resource person for other Department staff in their research, communication, implementation, coordination and evaluation activities;

These skills would normally be obtained through:

A post-secondary degree in a field such as Social Sciences, Communications, Economics, Business or Public Administration with a minimum of 4 years' experience developing and analysing public policy and programs.

Assets Include:

- Experience in a large organization or government setting
- Experience supervising and managing employees and/or work assignments.
- Experience or education in analysing housing markets.
- Ability to speak two or more of Nunavut's official languages is considered an asset. Knowledge of Inuit language, communities, culture, land and Inuit Qaujimajatuqangit is an asset.

Equivalencies that consist of 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).

The statements below 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.

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 may be necessary on occasion: 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.

- The incumbent works in a typical office setting, dealing with policy and communications issues that are 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.

- The incumbent will work with computers daily and LCD projectors, and other miscellaneous equipment frequently.
- Extended hours can be spent in preparing, assessing and reviewing lengthy and complex commitments such as legislation and regulations that require attention to details and may cause eyestrain and other physical discomforts.
- 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 negotiate with others to adjust their plans and actions to suit the incumbent's needs.
- The incumbent must coordinate a heavy workload and competing deadlines, and liaise with colleagues in person, on the telephone and electronically.
- The incumbent must explain complex strategies or difficult or unpopular policies to NHC staff, which may be mentally draining and requires a high degree of knowledge, confidence, tact, and diplomacy.
- Contact with other government agencies and departments may require extensive discussion and debate to ensure Housing objective and Ministerial direction are accommodated: this requires a high degree of enthusiasm, confidence, discretion and diplomacy
- Providing direction and motivation to committees and staff requires enthusiasm, confidence and sensitivity to inter-cultural relations.
- Political pressures, tight deadlines, changing priorities, and multiple demands can add to mental anxiety and can increase stress level.

7. CERTIFICATION

<p>I certify that I have read and understand the responsibilities assigned to this position.</p> <p>_____</p> <p>Employee Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p>	<p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p> <p>_____</p> <p>Supervisor Signature</p> <p>_____</p> <p>Supervisor Title</p> <p>_____</p> <p>Date</p>
<hr style="border: 1px solid black;"/> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p> <p>_____</p> <p>President/CEO Signature</p> <p>_____</p> <p>Date</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”.

8. Appendix A – List of Positions and Corresponding Information

Position number	Community	Supervisor position	Freebalance Code
12-13136	Iqaluit	12-13667 Director, & Strategic Planning	03300-01-1-111-0302004-04-????
12-10292	Iqaluit	12-13667 Director, & Strategic Planning	03300-01-1-111-0302004-04-????