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Title: Policy Analyst

Department: Health Community: Iqaluit Reference Number: 10-508286 Type of Employment: Term until November 1, 2024

GOVERNMENT OF NUNAVUT

EMPLOYMENT OPPORTUNITY

Salary: \$100,780 - \$114,378 per annum, 37.5 hours/week Northern Allowance: \$16.008 per annum Union Status: Excluded Housing: Subsidized Staff Housing is not Available Closing date: May 3, 2024 @ 11:59 APM EST

This employment opportunity is open to residents of Iqaluit only.

Reporting to the Manager, Policy and Planning, this position is responsible for researching and developing policy and legislative initiatives to address the priorities and strategic direction of the department, to align with the government mandate, and ensuring that internal and external consultation occurs with stakeholders throughout the development and implantation process.

The Policy Analyst compiles and tracks departmental responses and briefing notes as required to support the Manager, and Director Policy and planning for key documents such as Cabinet submissions, reports, directives, legislative proposals and discussion papers. Key responsibilities of this position include the coordination and tracking of all departmental requirements, coordination of all departmental statutory appointments and revocations, and assisting in the development of the department's strategic/business planning activities. The position may also coordinate preparations and briefings for Federal/Provincial/Territorial activities. The incumbent contributes to the overall functioning of the department and reporting of programs and services by the Minister and Deputy Minister to the cabinet, the legislature and external stakeholders.

The knowledge, skills, and abilities required for this job are usually obtained through a recognized undergraduate degree in political science, social science, law, public administration or related field, along with two years' experience in legislation and policy research, development and analysis.

The Official Languages of Nunavut are Inuktut, English and French. Applicants may submit their resume in any of the official languages of Nunavut. Fluency in more than one of Nunavut's official languages would be considered an asset. Knowledge of Inuit communities, culture, land, Inuit Qaujimajatuqangit, Inuktut and experience working in a northern cross-cultural environment are also considered assets.

Acceptable combinations of education and experience may be considered for this position. We encourage you to apply if you have equivalent years of education and/or experience equal to the education and experience requirements listed above.

As this is a term position until November 1, 2024, current indeterminate Government of Nunavut employees may be offered a competitive transfer assignment for the duration of the term if they are deemed to be the successful candidate, however this is subject to managerial approval.

An eligibility list may be created to fill future vacancies.

If you are interested in applying for this job, please email your cover letter and resume to <u>IgaluitApplications@gov.nu.ca</u>. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a representative workforce; therefore, priority will be given to Nunavut Inuit who self-identify as being enrolled under the Nunavut Agreement in accordance with the Priority Hiring Policy.
- Government of Nunavut employees serving a probationary period must obtain and provide written authorization from the deputy head of their employing department. The authorization from the deputy head must accompany your application for your application to be considered.
- Possession of a criminal record may not disqualify candidates from being considered. An assessment of the criminal
 record will be measured against the scope and duties of the position. This is only a requirement for positions that require a
 satisfactory criminal record or vulnerable sector check.
- Applicants may submit their resume in any of the Official Languages of Nunavut.
- Only those candidates selected for an interview will be contacted.
- The onus is on candidates in receipt of foreign post-secondary education credentials to have their foreign credentials assessed through a recognized Canadian education institution. Failure to do so may result in the rejection of their application.

CONTACT:	Department of Human Resources
	Government of Nunavut
	PO Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0
	https://gov.nu.ca/en/employment-training-and-career-
	development/job-listings

 Phone:
 (867) 975-6222

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 IqaluitApplications@gov.nu.ca