

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position		
10-01675	Policy Analyst	Manager, Policy and Planning		
Department	Division/Region	Community	Location	
Health	Policy and Planning	Iqaluit	Iqaluit	
Finance Coding:				

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
This position reports to the Manager, Policy and Planning. The 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 implementation 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 coordinate preparations and briefings for Federal/Provincial/Territorial activities.

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.
This position contributes to the overall functioning of the department and the reporting of programs and services by the Minister and Deputy Minister to Cabinet, the legislature and external stakeholders. Through the strategic/business planning process, the position has an impact on the short and long-term direction of the department. Through the provision of effective and responsive policy and legislation development and recommendations, analysis and research, the position has an impact on program and service delivery, thereby contributing to the overall health and wellbeing of Nunavummiut. There is a high-volume workload that must be effectively organized to ensure proactive departmental planning and responses.
The position works independently and in a team environment to contribute to and lead the policy and legislation review, development, and implementation process within the department. The position also requires a close working relationship with senior managers and managers in the program areas related to a given policy or legislative project, as well as external stakeholders and contractors.

4. RESPONSIBILITIES

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

Supports departmental legislative and policy initiatives by:

- Analysing and assessing legislative and policy requirements;
- Researching and analysing health legislation, policy and strategy from other jurisdictions;
- Contribute to developing goals and objectives and strategic plans for the development and implementation of new and amended legislation and policies and other major initiatives;
- Provide support with projects to develop legislation, including the provision of drafting instructions and requests for legal opinions;
- Engaging with the necessary committees, individuals and organizations to ensure the philosophies and practices of Inuit Qaujimajatuqangit are reflected in the initiatives;
- Developing legislative proposals in collaboration with other stakeholders / advise on legal and legislative options and alternatives;
- Developing a full range of policy documents including issue items, option papers, decision papers, and briefing notes;
- Follow standards and guidelines for developing new and amended policies and legislation;
- Identifying problem areas in the drafting, research and interpretation of health policy and assist with the formulation of recommendations for future improvement to processes;
- Provide departmental staff with information regarding health legislation and policies;
- Participating in intra-departmental working groups;
- Gather information to support the evaluation of legislation, policies and major departmental initiatives; and
- Leading and/or acting as a team member of assigned projects for the research and development and recommendation of departmental policy initiatives, strategies, and options and their impact on the territory.

Supports the development of and provides advice on government policies and legislation having departmental implications by:

- Monitoring, evaluating and critiquing political, legal, social, economic and legislative developments affecting health legislation, policies and practices;
- Analysing pertinent documents such as research reports and studies from other departments, jurisdictions, agencies, boards and other organizations;
- Participating on intra-departmental committees related specifically to department's mandate and reporting on committee priorities, initiatives and results; and
- Consulting, coordinating and working in partnership with Health staff.

Provides support to the strategic and business planning of the department by:

- Assisting the Director and Manager of Policy and Planning in coordinating the planning processes to address the department's needs and priorities.

Supports the Manager and Director of Policy & Planning by:

- Preparing letters, responses, presentations, and briefing notes as required;
- Reviewing Requests for Decisions and from time to time Financial Management Board submissions;
- Editing policy or departmental submissions to Cabinet;
- Writing periodic reports related to the work of the department;
- Interpreting departmental policies and procedures if requested;
- Conducting research and analysis, and composing a full range of policy material for to support their participation at high level meetings; and
- Researching information from various sources and identifying priority issues and emerging needs, and formulating options for consideration.

Preparing for and monitoring the Legislative Assembly by:

- Requesting briefing notes from senior managers and other departmental staff and reviewing/revising them for inclusion in the Minister's briefing binder;
- Review briefing notes with guidance from Senior Policy Analysts;
- Assisting departmental staff in the preparation of briefing notes;
- Monitoring of broadcast proceedings of the Legislative Assembly including reviewing the Nunavut Hansard;
- Drafting formal responses to questions directed to the Minister of Health in the Legislative Assembly (e.g., Returns to Oral Questions, Returns to Written Question, Responses to Petitions);
- Drafting informal responses to questions directed at the Minister of Health during and after the Legislative Assembly;
- Preparing tracking charts of issues raised in the Legislative Assembly;
- Responding in a timely manner to issues raised in the legislature; and
- Follow-up with senior managers regarding issues raised in the legislature.

Responsibilities associated with statutory appointments and revocations:

- Maintain a spreadsheet of all departmental appointments and revocations;
- Coordinate all applications for departmental statutory appointments and revocations to the appropriate authority for execution; and
- Work closely with the Registrar of Regulations in the Department of Justice to ensure all statutory appointments and revocations comply with relevant legislation.

Responsibilities associated with access to information requests:

- Provide support to the lead ATIPP position by participating in receiving, analysing, distributing and responding to access to information requests for the Department of Health in compliance with the requirements of the ATIPP Act and established procedures, as required; and
- Undertaking ATIPP training activities to develop and upgrade ATIPP skills and to stay current with Access to Information and Privacy legislation and regulations.

Responsibilities associated with Federal/Provincial/Territorial (FPT) files/meetings/initiatives:

From time to time support the division by:

- Gathering data and prepare materials to brief departmental leaders to support effective participation in teleconferences, meetings, conferences and negotiations;
- Preparing materials to report progress on the Minister's FPT and PT activities; and
- Organizing the department's participation in the FPT and PT fora.

Performing other duties as assigned by the Manager, Policy and Planning. This will include participating in divisional activities and supporting collective divisional priorities.

5. KNOWLEDGE, SKILLS AND ABILITIES

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

Contextual Knowledge

- Theories, principles and practices of policy development;
- Theories, principles and practice of project management;
- Knowledge of health issues and social determinants of health in Nunavut;
- Knowledge of the policy and legislation development process;
- Knowledge of the processes, administrative requirements and dynamics of the territorial health care system and the Canadian health care system; and
- Applicable legislation, policies and procedures.

Skills and Abilities

- Highly developed analytical skills, ability to analyse complex social policy, legal and health care issues and to develop practical and acceptable solutions;
- Ability to analyse; interpret, research, and develop legislation and policy;
- Effective communication skills - must be able to clearly articulate concepts and provide advice orally and in writing;
- Good interpersonal skills;
- Ability to manage conflict constructively;
- Knowledge of corporate and strategic planning, accountability processes;
- Cross-cultural sensitivity and awareness of current northern issues;
- Ability to use software applications for word processing, spreadsheets, presentations, and electronic communications;
- Ability to prioritize, manage multiple projects at one time and to provide timely analysis and produce high quality work in short timeframes;
- Ability to handle large volumes of highly sensitive documents under tight deadlines and pressure;
- Ability to work independently and in teams;
- High level of professionalism, tact, diplomacy, patience and discretion;

- Ability to work with ambiguity;
- Ability to encourage compliance;
- Research skills; and
- Good public speaking, presentation and training skills.

The above knowledge, skills and abilities are typically acquired through;

- An undergraduate degree in political science, social science, law, public administration or related field;
- Two years' experience in legislation and policy research, development and analysis;
- An acceptable combination of education and experience may be considered;
- The ability to communicate in more than one of Nunavut's official language 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 occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

The incumbent may be required to work in high pressure situations with very tight deadlines, sometimes on weekends or evenings depending on timing of an event, which may result in physical fatigue. There are long periods where the incumbent is seated at a computer terminal which may cause back pain and eye strain.

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.

The incumbent is subject to long-term exposure to high levels of stress due to pressure on incumbent to meet simultaneous deadlines over which the incumbent has little control. The incumbent may encounter confrontational situations, especially in regards to information requests and is expected to interact in a professional manner.

May have to make extra effort in tracking and retrieving information from a variety of sources. The position is presented with frequent changes in conditions and problems that require the use of personal judgment for timely solutions.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgments through touch, smell, sight and hearing, and judge speed and accuracy.

Sensory demands include frequent daily attention to detail. The incumbent is subject to many interruptions, which may impact ability to focus on individual tasks. The position required concentrated use of eyes, ears and hands for several hours each day for the reading and processing of information, both on computer screen and in print.

Mental Demands**Indicate conditions that may lead to mental or emotional fatigue.**

The incumbent will operate in a fast-paced, changing environment and will require a stable and calm demeanor when faced with politically complex and time-sensitive deadlines and issues. The work performed by the incumbent demands a great deal of focus and strategic thinking. The variety and volume of work presents a challenge in setting and shifting priorities daily while remaining on track with long term planning and development initiatives. The incumbent will be expected to provide timely advice and assistance on divisional matters. This position will have periods with high levels of stress and pressure. Ongoing changes in departmental organization produce stress, therefore positive and professional coping skills are a must. Travel, within and outside of Nunavut, may be involved.

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 Head Signature</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”.