ᕿᑦᓯᒃᑯᑦ ᑲᒻᒪᖅᑯᑎᓕᕆᔨᕐᑕᑦ ᑎᒥᖁᑕ
Qulliq Energy Corporation
Société d'énergie Qulliq
Qulliq Aliruyaktuqtunik Ikumatjutiit

Job Description
Qulliq Energy Corporation

TITLE	Manager, Corporate Planning	POSITION NUMBER	A3CI01
REPORTS TO	Director, Corporate Affairs	POSITION GRADE LEVEL	I
HOME COMMUNITY	Iqaluit	POSITION TYPE	Indeterminate

PURPOSE	The Manager, Corporate Planning is responsible for supporting senior management and the executive office in corporate planning initiatives, including leading the development, coordination, and management of the Corporation's policies and procedures. The position is also responsible for researching public policy as it relates to territorial energy requirements, public opinion tracking and engagement, corporate ethical issues, corporate governance policies, and the evaluation and revision of existing policies and programs to ensure alignment with the Corporation's mandate.
PRIMARY RESPONSIBILITIES	• Collaborates with management and staff to develop, evaluate, and/or revise existing programs and policies to ensure alignment with corporate priorities and government mandates. • Evaluates and provides recommendations for proposed programs and policies, and advises of potential political, legal, social, economic, and financial impacts. • Collaborates with the Manager, Corporate Communications in the development of communications materials intended to inform stakeholders of QEC programs and policies. • Coordinates with staff in the preparation of Ministerial briefing materials, correspondence, and speaking notes. • Coordinates with staff in the preparation of official submissions to Senior Management, the Board of Directors, Executive Council, Legislative Assembly, Standing Committees, Financial Manage Board, etc. • Manages timely responses to Access to Information and Privacy Protection (ATIPP) requests and participates in the GN's inter-departmental ATIPP committee.
EDUCATION AND TRAINING	• Bachelor's degree in business administration, Public Administration, Political Science, or related discipline. • Regulatory experience is an asset. • Project management experience is an asset.
PRIOR EXPERIENCE	• Five years of experience in program development, public relations, and/or policy development. • Two years of experience in the supervision and development of staff. • Experience working in a utility environment is an asset.
INTERPERSONAL SKILLS	Interaction is with a variety of people inside and/or outside the organization. Communications are of moderate difficulty and sensitivity. Contact with others may involve detailed and lengthy dialogues and exchanges of information. Interactions typically involve dealing with moderately complicated interpersonal problem situations or stressful encounters.
CONCENTRATION	Work involves a moderate degree of high alertness and concentration to complete job tasks. There are some sensory demands or job requirements for unusual vigilance or attentiveness. Employees usually control their own work pace. However, there are some time pressures to finish specific job tasks. The effect of interruptions on job results is moderate. The need for precision work is moderate.
PHYSICAL DEMANDS	Work requires light or a low amount of physical exertion.
SCOPE	There is a moderate degree of job structure. There are a variety of job tasks. Responsibilities and work situations are broader in scope, with limited opportunity for standardized solutions. Employees receive general direction regarding their work; however, discretion and judgment must be used to make decisions, interpret directions, and apply guidelines. Supervision focuses on evaluating the employee's finished work results for compliance with general methods and standards, and conformity to organizational policy.
MATERIAL RESOURCES	Work requires limited responsibilities for material resources. The employee has a limited amount of control over these resources. The cost of errors is also limited in terms of damage, waste, or financial loss. Problems associated with material resources are not overly complex. The volume of resources may vary, but the level of difficulty in dealing with these resources is uncomplicated.
INFORMATION RESPONSIBILITY	Work typically requires a moderate degree of responsibility for information. The employee may use a variety of skills for dealing with information. This could include researching, classifying and/or translating the information. The options for dealing with the information are loosely prescribed based on general guidelines. The information is of moderate complexity.
SUPERVISORY	The job requires direct accountability for a small work group or unit, including the full range of supervisory activities such as hiring, training, assigning, monitoring, assessing work, promoting, etc.
WORKING CONDITIONS	No, or very incidental, adverse environmental working conditions.
AUTHORIZATION	

Senior Manager (Department)	Date	President and CEO	Date
Supervisor	Date	Employee	Date

The content of this position description is intended to describe the general work being performed by the incumbent in this position. It is by no means intended to be an exhaustive list of all responsibilities and activities required of this position, nor could it be. The incumbent will be required to additional work duties assigned by Management. For express clarity, the work activities of any position at QEC will not be limited to the Position Description.