

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position
12-13670	Policy Analyst, Corporate Policy	Director, Policy & Strategic Planning (12-13667)

Department	Division/Region	Community	Location
NHC	Directorate/Iqaluit	Iqaluit	1553 Federal Road, 2 nd Floor

Fin. Code:

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Responsible to the Director, the Policy Analyst, Corporate Policy provides essential services in the development and coordination of the Corporations strategic planning, policies and procedures and communications. The evaluation and revision of existing policies and programs to ensure efficiency, consistency and relevance is an ongoing priority for this position. As well, the position will take initiative in recommending the creation or amendment of legislation, or the development of new policies or procedures, in accordance with current research and political priorities, and supported by thorough analysis.</p> <p>The position works closely with the policy team developing and coordinating comprehensive research, public relations and communications activities. The position liaises with colleagues to ensure the timely and accurate dissemination of information to and from the Minister's Office, the Board of Directors, Senior Management and District Offices. A key area of responsibility involves tracking and preparing correspondence and briefings for Senior Management, the Board of Directors and the Minister's Office. The position coordinates departmental responses to requests made under the <i>Access to Information and Protection of Privacy Act</i>.</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 Director, Policy & Strategic Planning, the position plays a key role in strategic planning, and in the development and evaluation of policies, guidelines, programs and legislation. Keeping abreast of current financial issues and trends, the position identifies and provides analysis on pertinent research areas, integrating and disseminating this information as appropriate. In cooperation with the Director, develops official submissions, including research reports, Financial Management Board, Cabinet, and legislative documentation, discussion papers, information items, options papers and decision papers. The provision of ministerial support and briefings is also an ongoing responsibility. The Position maintains a high level of discretion and takes initiative to solve problems.</p>
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The Policy Analyst will be required to assist in addressing a very broad range of issues, frequently of a highly complex and sensitive nature. As well, the Policy Analyst participates in work in a number of strategic areas simultaneously and in order to meet strict deadlines as well as the goals of the corporation. Advice from the Policy Analyst and their supervisor may directly impact the NHC's policies and legislation.

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.

Providing Secretariat support to the Minister, Board of Directors, Director, Corporate Policy, and Senior Managers' and Executive Committees by:

- Attending to Standing Committee, Legislative Assembly, Executive Council and Ministerial support requirements, including briefings and speaking notes;
- Providing Secretariat support for Senior Managers' and Executive Committees;
- Coordinating thorough, accurate and timely Corporation-wide submissions of information for senior managerial and Ministerial briefings;
- Preparing and editing official submissions, including Financial Management Board documentation, Discussion, Options and Decision Papers, Information Items, the Business Plan, and research reports, as well as special correspondence as required;
- Developing special reports, briefing notes, letters, and responses required by the Minister, the President/CEO, the Director and the Senior Policy Analysts.

Assisting in the Development, implementation, evaluation and amendments of strategic plans, policies, procedures, guidelines and legislation by monitoring developments and providing analysis of policies and plans. This includes:

- Monitoring and critiquing political, social, economic and demographic developments affecting Housing, including the expressed positions of federal, territorial and community governments, Inuit organizations and other stakeholders;
- Projecting the impact of these developments affecting Housing, alerting the Director to contentious issues and recommending responses;
- Analyzing pertinent documents such as research papers, studies, proposals, Legislative Assembly debates, federal agency discussion papers and correspondence to determine their corporate and fiscal effect on Housing policy and the development of same;
- Soliciting, analyzing and integrating input from managers and analysts, as well as regional staff, in the course of policy and program evaluation and development;
- Performing comprehensive assessments of proposed policies and programs, including SMART objectives, 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 Corporation, government-wide and client priorities;

- Prioritizing research needs, coordinating the development and implementation of research work-plans and evaluating final products;
- Analyzing policy options, including initiatives of other jurisdictions, and evaluating the various implications of these options;
- Recommending strategies to ensure consistency and compliance with government-wide policies, directives and guidelines, including Access to Information and Official Languages; and
- Managing the Corporation's reference materials and informational requirements of databases.

Coordinates the development of housing research projects and related socio-economic studies by:

- Researching, summarizing and analyzing existing policies, programs and regulations;
- Identifying knowledge gaps and potential focus areas for new or enhanced research studies;
- Developing terms of reference, methodologies and work-plans for research projects and, once approved by senior management, implementing them;
- Gathering information from all interested parties and relevant sources, including literature and on-line data, surveys, statistical reports, and interviews;
- Analyzing and summarizing research data and preparing reports, in a variety of formats, to communicate findings and recommendations.

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 review, implementation and administration of policies, guidelines, programs and procedures;
- In-depth knowledge of government administration procedures, the legislative process, and policy/program development;
- Knowledge and sensitivity of cross-cultural environments;

Skills and Abilities:

- Ability to become familiar and proficient with government information systems;
- Excellent organizational and planning skills;
- Excellent communication skills (oral and written);
- Superior interpersonal skills;
- Ability to navigate PC applications such as MS Office suite of applications, Adobe, and the Internet (researching) with proficiency;
- Ability to perform analyses of, and make recommendations regarding complex situations with changing political and economic factors;
- Capacity to work in a fast-paced environment with conflicting priorities;

Qualification requirements:

These skills are normally acquired through: A relevant post-secondary University Degree with 2 years of relevant working experience or a combination of education, professional training, and extensive related working experience in a similar field. Proven experience required in two or more of the following areas: policy research and development, program analysis, market analysis, strategic planning, media relations, communications, public relations, and marketing.

Experience working in a policy, analyzing housing markets, project management, or coordinating role with an agency, board or crown corporation is a definite asset. The ability to speak two or more of the official languages of Nunavut is considered 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 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.

- The Policy Analyst occasionally travels in the North and in Southern Canada. Meeting multiple deadlines for competing priorities may generate stress.

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 Policy Analyst works in a typical office setting, dealing with policy and communications issues that are politically sensitive in nature. The Policy Analyst is not exposed to adverse environmental conditions.

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.

- Extended hours can be spent in preparing, assessing and reviewing lengthy and complex documents such as legislation and regulations that require attention to detail. 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 Policy Analyst leads and facilitates policy development and interpretation and sometimes brings conflicting and diverse positions together and works towards consensus building. The process involving interaction with staff and other stakeholders can be mentally and emotionally intensive and requires knowledge, tact, confidence and diplomacy.
- Political pressures, tight deadlines, changing priorities and multiple demands can add to mental anxiety and can increase stress level.
- The Policy Analyst must coordinate a heavy workload and competing deadlines, and liaise with colleagues in person, on the telephone and electronically.
- Contact with other government departments and outside agencies may require extensive discussion and debate to ensure departmental objectives 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 intercultural relations.

7. CERTIFICATION

_____ Employee Signature	Director, Corporate Policy (03-11662) Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
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.
_____ President/CEO 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”.