

1. IDENTIFICATION

Position No. 03-05134	Job Title Senior Fiscal Policy Analyst	Supervisor's Position 03-00548 Manager, Fiscal & Economic Policy	
Department Finance	Division/Region Fiscal Policy	Community Iqaluit	Location HQ
Fin. Code: 03230-01-1-235-0300000-01-XXXX			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>This position provides analytical support for the development of Government of Nunavut (GN) fiscal policy that promotes the best use of available revenues and the development of a diversified territorial economy through appropriate policy and legislation. The Senior Fiscal Policy Analyst (Senior Analyst) is accountable, as part of an interdepartmental team, to project future and current GN revenue capacity and expenditure need, and to review GN programs and services to determine whether resources are being used effectively to adequately respond to the needs of Nunavummiut. The Fiscal Policy division is frequently called upon to prepare ministerial briefings on key GN issues.</p>

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?
<p>The Senior Analyst is a key member of the team that develops the fiscal framework, defines and coordinates fiscal policy, identifies and reviews the GN's fiscal priorities, develops models to evaluate various fiscal scenarios, prepares evaluation material for external credit rating agencies, and assesses the potential impacts of proposed economic initiatives. The position also provides fiscal analysis on the Territorial Formula Financing Agreement (TFF) and other financial transfers and equalization arrangements.</p> <p>The information and assessment provided by the incumbent is instrumental to the development and coordination of the GN's fiscal policy and represents a significant source of fiscal and economic analysis for the Minister and the Financial Management Board.</p> <p>The Senior Analyst provides support to the Manager of Fiscal & Economic Policy, and to the Director, Fiscal Policy Division, on matters of fiscal policy including own-source revenue issues and federal financing. As part of the Finance team, the incumbent will be tasked with analysing departmental and government-wide issues and preparing related communications including ministerial briefing notes.</p> <p>The Senior Analyst makes important contributions to the GN budget process by conducting</p>

comparative research with other jurisdictions, evaluating revenues and expenditures to assess the best use of existing resources, and recommending sound fiscal policy to guide the Government in its management of programs and services.

The Senior Analyst performs research and corresponds with colleagues within the Department of Finance in addition to others in the Government sector and drafts ministerial briefing notes on significant issues including the GN fiscal framework and other economic and fiscal issues. The Senior Analyst also works closely with colleagues from other levels of government, in order to better coordinate policy and research in areas of mutual concern, such as federal transfers, pensions, and revenue forecasting.

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.

The Senior Fiscal Policy Analyst functions as a member of the team that develops the fiscal framework, defines financial policy, and identifies the fiscal priorities of the GN by:

- Conducting regular forecasts of the GN's total revenue and expenditure budgets, devising methods and approaches to discern trends, future funding requirements, and developing short and long term surplus/deficit projections;
- Projecting borrowing requirements based on a variety of fiscal scenarios;
- Forecasting TFF payments, as well as Canada Health Transfer, Canada Social Transfer, and other transfers.
- Developing and/or utilizing statistical, economic and financial research and modeling mechanisms to project short, medium and long-term revenue requirements to meet expenditure needs;
- Projecting potential budgetary deficits and surpluses, based on a variety of fiscal scenarios, including the performance of the national and territorial economy and the demographic realities of Nunavut's growing population;
- Analysing the GN departmental budgets to develop a profile of GN Program activity, to determine program linkages between departments, boards and agencies, and to identify potential program service envelopes;
- Assessing the financial impact of new initiatives and providing recommendations for selected financial issues such as the impact of collective bargaining increases, changes to the Nunavut Electricity Subsidy Program, and the costs associated with changes to, or cancellation of transfer payments;
- Participating in the economic, social, and environmental assessment of large-scale projects by interdepartmental committees, both within the GN and in cooperation with external agencies;
- Preparing background material and briefing notes on significant fiscal developments both within and external to Nunavut;
- Maintaining a formal liaison with other departments, and public agencies to ensure that financial issues, priorities and reports take policy and economic development dimensions into consideration;

- Participation and representation of Finance during the impact assessment process of mining and other large scale economic projects;
- Developing a tracking system to ensure that the GN submits all appropriate and necessary claims in accordance with the terms of the existing transfer payment arrangements;
- Developing models to simulate the impact of alternate scenarios, and preparing reports with recommendations for negotiating fiscal agreements; and,
- Analysing the impact to the GN of proposed changes in TFF and other transfer arrangements. Prepare discussion papers and recommendations regarding changes to transfers.

The Senior Fiscal Policy Analyst will provide advice and coordinate research on federal/territorial and federal/provincial/territorial fiscal relations, including:

- The impact of proposed changes in intergovernmental fiscal arrangements on the GN's fiscal position;
- Research on alternatives to current intergovernmental fiscal agreements, including the current intergovernmental transfer systems;
- Working with other government officials on various federal/provincial/territorial coordinating committees and working groups, on topics that include federal transfers, pensions, and revenue forecasting.
- Developing and maintaining complex economic and fiscal databases to support the preparation and analysis of fiscal forecasting.

The Senior Fiscal Policy Analyst assists in the provision of budgetary management and fiscal support to the Department by:

- Participating in the preparation of the Departmental Business Plan;
- Sharing authorship and contributing to other fiscal documents and reports including the Budget Address, Budget Highlights, *Fiscal and Economic Indicators*, Minister's annual economic statement, and various departmental reports to the FMB and Cabinet;
- Assisting in developing the department's formal response for the annual report on the Department's fiscal performance and preparing strategies for the implementation of accepted audit recommendations; and
- Conducting research and preparing appropriate answers for questions that may be raised in the Legislative Assembly on various departmental responsibilities.

5. KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge

The position requires skills in the use of economic modeling and public fiscal policy concepts notably.

- Modelling the structure of Nunavut's Economy;
- Researching, analyzing, and writing of fiscal and economic policies;
- Strong understanding of the public accounting cycle, including the Main Estimates process;
- In-depth understanding of the methods utilized for program evaluation and review, results measurement, and reporting;
- Experience building and maintaining forecast models, as well as evaluating their performance;
- Experience with research design, data collection (including Statistics Canada and other socioeconomic sources), policy design, and program evaluation.
- Excellent oral and written communication skills, including data visualization and public presentation;

Skills and Abilities:

- Strong skills with Microsoft suite (Word, Excel, PowerPoint, Visio, and Publisher, Access).
- Experience with statistical programs (such as Stata, R, or SPSS) is also considered an asset;
- Knowledge of relevant territorial and federal legislation, regulations, and policies.
- Ability to present complex information in a meaningful way to various audiences in a multicultural and multilingual environment.

Qualification requirements:

These qualifications would normally be obtained through:

- A graduate degree in business/economics/political science/public administration or related fields;
- Extensive related experience in policy development and/or analysis in a large organization or government setting;

Ability to speak more than one official language would be 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.

- 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.

- 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 judgements 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 nature of the work requires speed, accuracy, concentration and dexterity in operating a computer.

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 position requires constant mental effort and attention to detail. Mental stress results from externally driven work volumes and deadlines.

7. CERTIFICATION

	Manager, Fiscal and Economic Policy (03-00548)
_____ Employee Signature	_____ 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.
_____ Deputy Head 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”.