Building Nunavut Together
Nunavuliuqatigiingniq
Bâtir le Nunavut ensemble

GOVERNMENT OF NUNAVUT

EMPLOYMENT OPPORTUNITY

Title: Manager, Policy and Planning

Department: Family Services
Community: Iqaluit
Reference Number: 17-508307
Type of Employment: Indeterminate

Salary range: $117,746 to $133,647 per year, 37.5 hours/week
Northern Allowance: $16,008 per year
Union Status: Excluded
Housing: Subsidized Staff Housing is not Available
Closing date: May 17th, 2024 @ 11:59 p.m. eastern time

This employment opportunity is restricted to residents of Iqaluit only.

Reporting to the Director of Policy, Planning and Communication, the Manager, Policy and Planning (Manager) takes a lead role in the coordination, management and development of the Department's policies and preparation for the Legislative Assembly. The Manager will take initiative in recommending the creation or amendment of legislation and/or policies, oversee Access to Information and Protection of Privacy (ATIPP) activities, and the departmental strategic planning process.

The Manager liaises regularly with departmental branches, senior managers, Senior Policy Analysts, and the Director, Policy and Planning to ensure the dissemination of information to and from the Policy and Planning Section and to contribute to the achievement of divisional and departmental objectives. Additionally, the Manager will lead the development and ongoing evaluation of departmental policies, procedures, and guidelines**,** provide secretariat support to the Minister, Deputy Minister, Director of Policy and Planning, and Senior Managers, and manage and mentor staff.

The knowledge, skills, and abilities required for this job are usually obtained through a recognized undergraduate degree Public Policy Administration, Social Science, Business Administration, Law, or a related field, plus five (5) years of experience developing policy and programs in a large organization or government setting. Two (2) years of supervisory experience in required. A master's degree in a related field in an asset. This is a Position of Trust and a satisfactory Criminal Record Check is required.

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.

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 IqaluitApplications@gov.nu.ca. 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
Toll Free: 1-888-668-9993
Fax: (867) 975-6220
Email: IqaluitApplications@gov.nu.ca