

Title: Senior Policy Analyst

Re-Advertisement

Department: Human Resources

Community: Iqaluit

Reference Number: 04-508115 Type of Employment: Indeterminate

GOVERNMENT OF NUNAVUT

EMPLOYMENT OPPORTUNITY

Salary range: \$109,029 to \$123,694 per year, 37.5

hours/week

Northern Allowance: \$16,008 per year

Union Status: Excluded

Housing: Subsidized Staff Housing is not Available

Closing date: Open Until Filled

This employment opportunity is restricted to residents of Iqaluit only.

Reporting to the Manager, Policy and Planning (Manager, the Senior Policy Analyst (Analyst) works closely with the Policy and Planning team to develop and coordinate comprehensive research, public relations and communication activities and products. This position plays a key role in strategic planning and in the development and evaluation of policies, guidelines, programs and legislation. The Analyst contributes to the team efforts of the department, maintaining a high level of discretion and taking initiative to solve problems and represent the department at interdepartmental meetings and working groups.

The Analyst takes a lead role in the development, coordination and management of departmental strategic planning, legislation, policies and procedures. The incumbent will take initiative in making recommendations, supported by thorough analysis, to create or amend legislation and to develop new policies or procedures. In cooperation with the Manager, the incumbent of this position will develop official submissions, including research reports, Financial Management Board submissions, Cabinet requests for decision, legislative proposals, discussion papers, information items, options papers and decision papers. The Analyst will consult with the Department staff as well as Government of Nunavut (GN) departments and other stakeholders to coordinate the content of and activities related to Ministerial briefings and Legislative Assembly documents. The evaluation of amendments to existing GN policies and programs to ensure efficiency, consistency and relevance is also an ongoing priority for this position.

The knowledge, skills, and abilities required for this job are usually obtained through an undergraduate degree in Public Policy/Administration, Social Sciences, Business Administration, Law or a related field from a recognized post-secondary institution, along with three (3) years of experience developing and analyzing public policy, programs, and systems in a large organization or government setting. The ability to communicate effectively both orally and in writing 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 lqaluitApplications@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

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