

GOVERNMENT OF NUNAVUT

POSITION DESCRIPTION

Date: November 27, 2017

Position Number: 05-04213

Position: Director, Policy and Planning Division

Incumbent: Vacant

Reports to: Deputy Minister of Justice

Location: Sivummut Building, Iqaluit

Effective: November 27, 2017

Deputy Minister of Justice

Date

General Accountability

Reporting to the Deputy Minister of Justice, the Director, Policy and Planning is responsible for the development and implementation of Departmental policy and legislative initiatives, and certain programs. The Director develops priorities for Departmental activities and develops long and short term plans for the Department under the supervision, and direction, of the Deputy Minister of Justice.

The Director oversees a team of policy staff who conduct research and analysis to ensure that Departmental goals and initiatives are properly researched and that all necessary background and preparatory work is done to ensure departmental policy and legislative goals are attained.

The Director is responsible for the preparation, and compilation, of all Ministerial briefing materials and ensures that the Minister and Deputy Minister are prepared and supported during each Legislative sitting. The Director will be expected to be available to provide support to the Deputy Minister and the Minister's office during the sitting.

The Director is responsible for Departmental communication with the public and the media and coordinates all responses to Departmental matters which garner the interest of the public and the Members of the Legislative Assembly.

The Director oversees consultation with respect to Departmental policy and legislative initiatives, and certain programs, and ensures that other Departments, the Judiciary, NTI, Inuit Organizations, the public, and other stakeholders are informed and consulted on important justice initiatives.

The Director is the primary research and advisory resource for the Deputy Minister and the other Senior Managers in the Department. The Director, and Divisional staff, will be expected to conduct analysis and provide timely advice on a broad range of long term, and day to day, administration of Justice, corrections, and legislative related issues.

The Director is required to attain a thorough knowledge and understanding of the complex range of Departmental policies, programs, and legislation, and will be called upon to advise the Deputy Minister and Minister on their operation and implementation.

Organizational Structure

The Director, of Policy and Planning Division is one of six positions which report directly to the Deputy Minister of Justice. The others are:

The Assistant Deputy Attorney General
The Assistant Deputy Minister
The Director of Court Services

Director of Corporate Services and
The Executive Secretary

Subordinates

The Director of the Policy and Planning Division is responsible for managing a staff of five (5) that include 1 Policy Counsel, 2 Senior Policy Analysts, 1 Policy and Communications Analyst, and 1 Policy and IQ analyst whose respective responsibilities are:

- 1) Policy Counsel: Provides Legal and Policy advice to the Directorate, provides independent assessment, and analysis of proposed policy and legislative initiatives. Represents the Department of Justice on various internal and external working groups and committees.
- 2) Policy Analysts: Provide assistance to the Department with long and short term planning, conducts research, and provides strategic planning and support with respect to Departmental priorities, programs, and legislation. Oversees the processing of access to information requests.
- 3) Policy and Communications Analyst: Receives media requests and coordinates Departmental responses to the media and media releases under the supervision of the Director and the Deputy Minister. Provides assistance to

the Department with long and short term planning, conducts research, and provides strategic planning and support with respect to Departmental priorities, programs and legislation.

- 4) Policy and IQ analyst: Provide assistance to the Department with long and short term planning, conducts research, and provides strategic planning and support with respect to Departmental priorities, programs, and legislation. Oversees the processing of access to information requests, as well as provide analysis of Departmental and Government initiatives related to Inuit Qaujimajatuqangit.

Nature and Scope

Manages the Policy and Planning Division and participates as a member of the Department of Justice's senior management:

- Manage and direct Divisional staff, and ensure staff resources and time are devoted to advancing Departmental goals.
- Manage the budget of the Division (currently approximately \$905,000) per year).
- Participate as a member of the Department of Justice's Senior Management Committee, Executive Management Committee and as a member of the interdepartmental Policy Officials Committee.
- Implement the human resources, contracting, and other management related processes and guidelines that apply to the Department of Justice and perform administrative, briefing, and other duties required by the Department of Justice and Government of Nunavut.
- Oversee the divisional staff responsible for responding to access to information requests.

Planning, developing and monitoring the progress of Departmental policies and programs:

- Take direction from the Deputy Minister as to the policy goals of the Department.
- Work with other Senior Managers to identify the policy and program needs of each Division and work cooperatively to find solutions.
- Oversee the preparation of all policy documents and delegate research and analysis to Divisional staff as appropriate.
- Develop and implement divisional policies and guidelines for
- Maintain Divisional work standards and quality in accordance with the expectations of the Deputy Minister.
- Report to the Deputy Minister and Minister on policy changes and the status of goals and initiatives.
- Oversee the preparation of departmental appointment/revocation requests.
- Ensure that Inuit Qaujimajatuqangit is respected and adhered to during the development of policy goals and initiatives.

Planning and preparing the development and progress of Departmental Legislative initiatives:

- Take direction from and advise the Deputy Minister concerning the legislative goals of the Department.
- Work with other Senior Managers to identify legislative needs and gaps and work cooperatively to find solutions.
- Oversee the preparation of all legislative preparatory documents including Legislative Proposals and Frameworks.
- Conduct, and delegate, research and analysis into proposed legislative action to ensure legislation progresses through the GN process.
- Maintain Divisional work standards and quality In accordance with the expectations of the Deputy Minister.
- Report to the Deputy Minister and Minister on the status of legislative goals and initiatives.
- Conduct and oversee consultation, and public information processes, during the development of legislation.
- Ensure that Inuit Qaujimagatuqangit is respected and adhered to during the development of legislative goals and initiatives.

Prepare briefing materials and ensure timely Ministerial and Deputy Minister preparedness for each sitting of the Legislative Assembly:

- Coordinate, oversee, and edit, the Minister's Briefing book.
- Prepare, and edit, briefing notes on issues originating from Policy and Planning and Directorate Divisions.
- Assist the other Directors with the preparation and formatting of their briefing notes.
- Ensure all necessary Ministerial statements and opening comments are prepared and edited in a timely way.
- Coordinate, and oversee, Departmental responses to Legislative Assembly committees.
- Ensure all necessary documents and Request for Decision are prepared for tabling during the Legislative Sitting.
- Coordinate, oversee, and edit, Departmental documents, including all Departmental appointments and Requests for Decision to Cabinet.
- Assist with questions that are asked, conduct research, and draft documents under tight time constraints during the Legislative Sitting.

Manage the communications of the Department.

- Coordinate, and oversee, communication with the public, MLA's and the media.
- Coordinate, and oversee, Departmental responses to matters which garner public and MLA interest.
- Supervise the work of the communications analyst.
- Implement the Departmental communications policy and procedures.
- Advise, and instruct, other Directors as to the communications policy and

procedures.

- Communicate with the media when called upon by the Deputy Minister.
- Coordinate, and oversee, media releases and public information processes related to Departmental legislative initiatives and programs.
- Coordinate, and oversee, Departmental correspondence and consultation with NTI, other Governments and stakeholders.
- Assist in preparing correspondence with other government Ministers and officials, and other entities, on behalf of the Department.

Represent the Department of Justice at meetings and forums:

- Represent the Department within the GN including at the Policy Officials Committee and other inter-departmental working groups and committees.
- Represent the Department of Justice at various intergovernmental meetings and fora including F/P/T senior officials, F/P/T working groups, and the Uniform Law Conference.
- Attend Deputy Minister and Minister level inter-jurisdictional meetings with, or in place of, the Deputy Minister and Minister when called upon.
- Assist in the negotiation of Federal and Territorial agreements and memorandums.
- Ensure that the interests of the Department and the Government of Nunavut is voiced and considered at various Federal/Provincial/Territorial tables.

Dimensions (2017/18)

The budget for the Division is approximately \$905,000 per year.

Specific Accountabilities

Specific accountabilities include:

- Ensuring the advancement and implementation of the Department's policy and legislative initiatives.
- Administer the Division with a staff of 6 (including the Director) and a budget of approximately \$905,000.
- Establish appropriate standards of professionalism within the Division in order to ensure that the advice and work product meets the standards expected by the Deputy Minister and Minister.
- Ensure comprehensive, high quality, support for the Minister and Deputy to ensure that they are well prepared to represent the Department in the Legislative Assembly and in public.
- Ensure that Departmental communications follow the communications policy as directed by the Deputy Minister and that all communications positively reflect the Department.
- Ensure that Inuit Qaujimajatuqangit is respected and adhered to by the Department.
- Ensure that the Department is properly represented within the greater GN bureaucracy and that the interests of the Department are respected and advanced in inter-governmental committees and fora.

- Ensure that the Department and the GN are properly represented in intergovernmental committees and fora, and that the interests of the Department and Government are respected and advanced.

Knowledge, Skills and Abilities

Education and Knowledge

- A university Degree in social sciences, law, criminology, liberal arts, or a related field or equivalent experience..Knowledge of the laws of Canada and Nunavut
- Knowledge of northern issues, and the Nunavut Land Claims Agreement.
- Knowledge of government processes, policies, and operations.
- Knowledge of policy analysis and development.
- Knowledge of the legislative development process.
- Knowledge of the Justice system and of Justice issues.
- Knowledge of human resource principles and practices.
- Knowledge of project management principles and practices.
- Knowledge of communication and media policies and practices.
- Knowledge of Inuit Qaujimajatuqangit.
- Knowledge of budgeting practices.

Experience

- At least 2 years' experience in a progressive management position.
- Experience analyzing and drafting policies.
- Experience developing and consulting on legislation.
- Experience researching laws and legislation.
- Experience working with, and advising, elected representatives and senior staff.
- Experience providing briefing materials to elected representatives and senior staff in a complex, fast paced, and highly sensitive, environment.
- Experience working with media and the public.
- Experience interpreting legislation and developing legislative proposals.
- Experience participating in inter-governmental fora.
- Experience in the Justice system.
- Experience supervising staff and overseeing the work of staff in a legal or policy development setting.
- Experience managing a budget.

Skills and Ability

- Excellent communication skills.
- Conflict management skill.
- Excellent research and analytical thinking skill and the ability to think and act strategically.

- Sound judgment and the ability to interpret and evaluate complex matters/situations and recommend courses of action within limited time constraints.
- Leadership skills including facilitating and promoting employee development, motivating, and mentoring staff.
- Ability to identify and implement innovative problem solving.
- Ability to deal effectively with difficult situations and people.
- Ability to make and take responsibility for decisions.
- Ability to impact and influence others to advance Departmental objectives.
- Excellent planning and organizational skills.
- Ability to provide well researched and well written material in a short timeframe.
- Ability to take direction and complete tasks effectively.
- Ability to communicate with superiors, the public, and the media.
- Ability to communicate in two or more of the official languages is an asset.

ADDITIONAL REQUIREMENTS

Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check