

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
NEW	Junior Policy Analyst	Manager of Policy	?	
Department		Division/Region	Community	Location
Culture and Heritage		Policy and Planning	Iqaluit	Iqaluit

2. PURPOSE

The Junior Policy Analyst is responsible for supporting the research and development of policy and legislative initiatives to address the priorities and strategic direction of the department, to align with the government mandate. The Junior Policy Analyst tracks departmental responses and briefing notes as required to support the Senior Policy Analyst, Manager, and/or Director and participates in the drafting of key documents such as Cabinet submissions, reports, directives, legislative proposals and discussion papers. Key responsibilities of this position include conducting research, coordinating processes and drafting departmental responses and other correspondence as required. Key responsibilities of this position also include coordinating in the departmental statutory appointments and revocations process.

3. SCOPE

This Junior Policy Analyst contributes to the overall functioning of the division and the reporting of departmental programs and services by the Minister and Deputy Minister to Cabinet, the legislature and external stakeholders. The position, as a key part of the policy team, researches various policy items or projects; coordinates and manages Cabinet material to ensure it is properly filed and readily available to the policy section; works with other policy analysts in developing policies; prepares briefing books for the Minister and President, and provides independent and objective analysis, support and advice to decision-makers through the Director and the Senior Policy Analyst. Through the strategic/business planning process, the position has an impact on the short and long-term direction of the department. Through the provision of effective and responsive policy and legislation development, analysis and research, the position assists with program and service delivery. The position works independently and in a team environment to support the policy and legislation review/development/implementation process within the department. The position has a close working relationship with senior managers and managers in the program areas related to a given policy or legislative project, as well as external stakeholders and contractors.

There is a high-volume workload that must be effectively organized to ensure proactive departmental planning and responses.

4. RESPONSIBILITIES

Supports departmental legislative and policy initiatives by:

- Assisting the development and implementation of new and amended legislation, policies and other major initiatives;
- Providing support with projects to develop legislation, including conducting research and reviewing and editing legislative proposals and other decision documents;
- Participating in drafting a full range of policy documents including issue items, option papers, decision papers, and briefing notes;
- Reviewing and analysing pertinent documents such as legislation, policies, strategies, and research reports and studies from other departments, jurisdictions, agencies, boards and other organizations
- Monitoring and reporting on the political, legal, social, economic and legislative developments affecting departmental initiatives, legislation, policies and practices;
- Gathering information to support the evaluation of legislation, policies and major departmental initiatives;
- Supporting intra-departmental committees related specifically to department's mandate and reporting on committee priorities, initiatives and results; and
- Consulting, coordinating and working in partnership with departmental staff.

Supports the Policy & Planning Division by:

- Assisting the Director and Manager in coordinating the planning processes to address the department's needs and priorities;
- Preparing letters, responses, presentations, and briefing notes as required;
- Reviewing Requests for Decisions and Financial Management Board submissions;
- Reviewing policy or departmental submissions to Cabinet;
- Writing periodic reports related to the work of the department;
- Interpreting departmental policies and procedures if requested;
- Conducting cross-sectoral analysis, environmental scans, risk analysis and needs assessments;
- Researching information from various sources and identifying priority issues and emerging needs to inform departmental responses;
- Maintain a spreadsheet of all departmental appointments and revocations;
- Coordinate applications for departmental statutory appointments and revocations to the appropriate authority for execution; and
- Work closely with the Registrar of Regulations in the Department of Justice to ensure all statutory appointments and revocations comply with relevant legislation.
- Drafting and conducting presentations for staff; and
- Gathering data and compiling materials associated with Federal/Provincial/Territorial (FPT) files/meetings/initiatives to brief departmental leaders to support their effective participation in teleconferences, meetings, conferences, and negotiations.

Assists in preparing for and monitoring the Legislative Assembly by:

- Assisting departmental staff in the preparation and review of briefing notes;
- Monitoring of broadcast proceedings of the Legislative Assembly including reviewing the Nunavut Hansard;
- Gathering information and drafting formal responses to questions directed to the Minister in the Legislative Assembly (e.g., Returns to Oral Returns, Returns to Written Question, Responses to Petitions);
- Preparing tracking charts of issues raised in the Legislative Assembly;
- Responding in a timely manner to issues raised in the legislature; and
- Working with staff outside the division to collect and compile information required to fulfil requests.

Responsibilities associated with access to information requests:

- Provide support by participating in receiving, analysing, distributing and responding to access to information requests for the Department in compliance with the requirements of the ATIPP Act and established procedures as required; and
- Undertaking ATIPP training activities to develop and upgrade ATIPP skills and to stay current with Access to Information and Privacy legislation and regulations.

Performing other duties as assigned by the Manager/Director, Policy & Planning. This will include participating in divisional activities and supporting collective divisional priorities.

5. KNOWLEDGE, SKILLS AND ABILITIES

Contextual Knowledge:

- Knowledge of legislation, policies, procedures and best practices specific and relevant to Nunavut;
- Knowledge of corporate and strategic planning and accountability processes;
- Knowledge of Inuit culture;
- Knowledge of the Nunavut Agreement;
- Knowledge of policy and legislation development processes; and
- Cross cultural awareness and sensitivity and an awareness of current northern issues.

Skills and Abilities:

- Analytical and conceptual thinking skills;
- Research skills, including ability to identify sources, gather pertinent information, analyse and generalize data and information;
- Excellent communication skills and the ability to clearly articulate complex concepts and to provide advice, both orally and in writing;
- Excellent organizational, multi-tasking and time management skills;
- Ability to manage projects;
- Ability to manage conflict constructively;
- Proven ability to prioritize work, meet tight deadlines while paying attention to details, ensuring a high standard of quality work;
- Ability to undertake assignments of considerable importance, usually of a confidential nature;
- Proficiency with PC applications; MS Office suite of applications, Adobe, the Internet and other electronic information sources;
- Ability to become familiar and proficient with government information systems;
- Ability to analyse, interpret, research, and develop legislation and policy;
- Ability to identify and evaluate policy options;
- Ability to work effectively as part of a team and independently;
- High level of professionalism, tact, diplomacy, patience, and discretion; and
- Ability to work effectively in a cross-cultural environment.

This combination of knowledge, skills and abilities would normally be acquired through:

- A relevant diploma and two years of experience in the areas of policy development and analysis, political science, social science, law, public administration or a related field;
- Related work experience would include legislation and policy research, development and analysis

and work related to the mandate of the Department;

- The ability to speak more than one of Nunavut's official languages is an asset.

An acceptable combination of education and experience may be considered.

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).

- 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, involving overtime, are necessary on occasions to complete projects and address immediate concerns.
- The incumbent may be required to work in high pressure situations with very tight deadlines, sometimes on weekends or evenings depending on timing of an event, which may result in physical fatigue.
- Travel, within and outside of Nunavut, may be involved.

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 disrupt regular work schedules and travel requirements, and conditions that increase the risk of accident, ill health, or physical discomfort.

- Incumbent works in a typical office setting, dealing with issues that impact on personal privacy and can be politically sensitive in nature.
- The incumbent is subject to long-term exposure to high levels of stress due to pressure on incumbent to meet simultaneous deadlines over which the incumbent has little control. May be subjected to unpleasant, abusive or confrontational callers or requests.
- May have to make extra effort in tracking and retrieving information from a variety of sources. The position is presented with frequent changes in conditions and problems that require the use of personal judgement from timely solutions.

<p>Sensory Demands</p> <p>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.</p> <ul style="list-style-type: none"> • Works with computers daily and other miscellaneous electronic equipment. • Reviewing and writing detailed electronic and hard-copy documents and reports (daily basis) can cause eyestrain and other physical discomforts. • Spends considerable time on the telephone and in face-to-face meetings dealing with a variety of issues, where being extremely attentive to detail is required. • The incumbent is subject to many interruptions, which may impact ability to focus on individual tasks.
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<p>Mental Demands</p> <p>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.</p> <ul style="list-style-type: none"> • Competing priorities and demands, multi-projects/tasks, tight deadlines and project scheduling changes can create stress. • Political pressures, tight deadlines, changing priorities, and multiple demands can add to mental anxiety and can increase stress level. • The incumbent will operate in a fast-paced, changing environment and will require a stable and calm demeanour when faced with politically complex and time-sensitive deadlines and issues.
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7. CERTIFICATION

<p>_____</p> <p>Employee Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____</p> <p>Supervisor Title</p> <p>_____</p> <p>Supervisor Signature</p> <p>_____</p> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
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<hr/> <p>Deputy Minister</p> <hr/> <p>Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>

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”.

To be updated