

**GOVERNMENT OF NUNAVUT
SENIOR MANAGEMENT POSITION DESCRIPTION**

Department: Culture and Heritage

Position: Director, Policy and Planning

Division: Policy and Planning

Position #: 08-10266

Location: Iqaluit

Reports to: Deputy Minister

Date: July 22, 2022

Financial Coding: 08040-01-1-235-0800000-01-????

Incumbent:

Effective:

Certification:

I agree that this Hay Plan position description is an accurate reflection of the duties, responsibilities and accountabilities of the Director, Policy and Planning.

Teresa Hughes, Deputy Minister
Culture and Heritage

Date

General Accountability

The Director, Policy and Planning reports to the Deputy Minister of the department of Culture and Heritage and is accountable for guiding and assisting in the development, amendment, or revision of Departmental Acts, Policies, Regulations, Legislation, briefing and decision-making documents. The position is also accountable to collect, record, and analyze information on issues that concern Culture, Language, Heritage, Elders and Youth in Nunavut. It is responsible for the co-ordination of department wide strategic planning and provides information on Department programs and services that are provided to the public.

The position plays a leadership role in ensuring that it fulfills the department's central agency function by reviewing and advising departments and agencies on proposed policies and legislation. The position oversees the review of all Cabinet submissions and is responsible for working with Government of Nunavut departments and agencies on their Cabinet submissions.

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The position represents the department on the interdepartmental Maligatsanik Qimirrujiit legislation review committee as well as the interdepartmental Atuagatsanik Qimmirrujiit policy review committee. Through these committees, the position provides advice to Government of Nunavut departments and agencies on proposed legislation, regulations and policies.

The position is the departmental lead and is responsible for overseeing the departments implementation of the Kattujiqatigiiniq Article 32 Policy and works closely with Nunavut Tunngavik Incorporated and other Inuit organizations of departmental policies and legislation.

Organizational Structure

The Director, Policy and Planning is a member of the department's senior management team, reporting directly to the Deputy Minister. Other positions reporting to the Deputy Minister are:

Assistant Deputy Minister
Director, Corporate Services
Executive Secretary

Subordinates

The following positions report directly to the Director Policy and Planning:

Manager, Policy and Planning
Manager, Communications
Senior Policy Analyst
Senior Policy Analyst

Nature and Scope

The Department of Culture and Heritage was established to provide leadership within the Government of Nunavut in the development and implementation of policies, programs and services aimed at strengthening the culture, language, and heritage of Nunavummiut. The department is a central agency and the primary advisor to Government of Nunavut on cultural and language matters. In that regard, the Department has a key role to ensure that the Government of Nunavut integrates Inuit Societal Values and approaches in policy, legislation and programs and ensuring the use of Nunavut's Official Languages.

The incumbent is expected to provide overall direction to the staff in carrying out their assignments and in achieving the Division's objectives. The Director is responsible for providing overall strategic advice to department's senior management by: assisting in the development of program initiatives and the assessment and reporting program results. The Director provides broad service and co-ordination in all program areas including the development of all major policies and legislation. The

Director oversees the Department's communications and is responsible for the preparation and coordination of all departmental Cabinet submissions and presentations and responses to the Assembly. The position acts as the principal advisor to the Assistant Deputy Minister and Deputy Minister, and works closely with Departmental officials in carrying out their responsibilities.

The Director is accountable for the implementation and adherence to all Acts, Regulations, Policies, and Legislation that govern the department. The Director also oversees the Department's responsibilities under the Access to information and Protection of Privacy (ATIPP) Act.

The Department serves the public and the Government of Nunavut through operations based in Iqaluit, Baker Lake, Igloolik, Kugluktuk, and Québec. In that capacity resources are allocated through the following 8 Divisions:

- Directorate
- Inuit Qaujimajatuqangit
- Policy and Planning
- Corporate Services
- Official Languages
- Translation Bureau
- Heritage
- Elders and Youth

The operational budget for Policy and Planning division is \$1,021,000. To carry out the responsibilities of the position, the incumbent must establish and maintain relationships with all directors of Culture and Heritage. In addition, relationships must be garnered and maintained with all GN Policy officials through the Policy Officials Committee, and with other GN staff as needed.

Dimensions:

Operating O&M

Base: \$1,021,000

Person Years

Total: 7 including Director

Direct Reporting: 4.0 PYs

Specific Accountabilities:

- Function as a member of the Department's senior management team and contributing to the development of a departmental visions for the future;
- Plan and direct the work programs of the Division to ensure that approved objectives and budgets are met in an efficient manner consistent with the operational policies and procedures of the Department and the Government;
- Interpret the Archives Act, Historical Resources Act, Library Act, Official Languages Act and Inuit Language Protection Act.

- Evaluate the needs for the Division's services and prepare appropriate operational plans and budgets, recommend them to the Deputy Minister and, upon approval, administer them effectively;
- Recruit, supervise, motivate and evaluate Division staff;
- Improve performance and assure management succession by providing staff training and development opportunities for divisional personnel;
- Assist in determining and establishing capital priorities for infrastructure;
- Lead the preparation of departmental policies by establishing guidelines, providing broad policy advice, direction and support to senior management, and by ensuring that accurate drafting instructions are provided to the Department of Justice;
- Advise the department on the interpretation of departmental policies, program practices and where necessary, seeking legal advice;
- Ensure data necessary for overall planning and measurement of departmental goals (relevant statistical data, student records information and program results data) is collected and maintained, analyzed and readily available to departmental management;
- Lead and co-ordinate the overall implementation of the departmental Business Plan, monitor the outcomes, provide for reviews of the plan at regular intervals and make follow-up recommendations;
- Guide, review, and assist in the preparation of Cabinet documents, presentations and Ministerial briefing materials;
- Guide, review, and assist in the preparation of responses to queries, petitions, and requests of the Legislative Assembly or its committees for departmental information and monitor effectiveness and efficiency of responses; and
- Communicate with divisional directors on a regular basis; provide information to staff prior to the introduction of new program initiatives.
- Leads the departments central agency review function with respect to reviews of Government of Nunavut policies, legislation, and regulations.
- Leads and coordinates the Departmental review of cabinet submissions including requests for Decisions.
- Represents the department on the interdepartmental Maligatsanik Qimirrujiit legislation review committee and provides advice to Government of Nunavut departments and agencies on proposed legislation and regulations.
- Represents the department on the interdepartmental Atuagatsanik Qimirrujiit policy review committee and provides advice to Government of Nunavut departments and agencies on proposed policies and programs.
- Leads the departments efforts in meeting Article 32 obligations under the Nunavut Agreement through the implementation of the Katujjiqatigiinniq Article 32 Policy.
- Leads the Departmental consultations with Nunavut Tunngavik Incorporated and other Inuit organizations with respect to obligations under Article 32 of the Nunavut Agreement.

Knowledge, Skills and Abilities:

Contextual Knowledge:

- Knowledge of the key issues concerning elders and youth in Nunavut.
- Extensive knowledge in the development and implementation of cultural policies and programs.
- Knowledge of strategic planning and evaluation
- Theories, principles, practices, methods and techniques of human resources and financial management;
- Knowledge of legislative and public policy development and evaluation;
- Knowledge of Federal/Provincial/Territorial Acts and Regulations as they relate to Culture and Heritage and any related legislation, policy and procedures.
- Thorough understanding of Nunavut's unique political environment, especially the Nunavut Agreement.
- Knowledge of computer technologies and their application to the operations of the Division, particularly the management of information systems.
- Knowledge of theories, principals and practices of communications and media relations

Skills and Abilities:

- Excellent verbal and written communication skills, and be able to convey and receive information through various media in a clear and effective manner
- Leadership, team-building and motivational skills
- Excellent interpersonal skills
- Strong research and project management skills
- Ability to lead, advise, guide and counsel
- Ability to deliver within tight deadlines
- Ability to manage and work within a team-based environment.
- Ability to prepare concise, efficient and effective written documents
- Ability to work within a diverse multicultural environment

The incumbent should possess knowledge of:

Qualification Requirements:

This knowledge, skills and abilities would typically be acquired through completion of a degree from a recognized post-secondary institution in Public or Business Administration, Social Sciences or related field with a minimum of 5 years related experience and 3 years or progressive managerial experience.

A combination of Education and Experiences will be considered.

The ability to speak two or more of the official languages of Nunavut is an asset

This position is considered to be a position of trust.