



Nunavut Planning Commission Senior Policy Advisor Job Description

General Information

Job Title: Senior Policy Advisor

Status:

Department: Executive

Reports To: Executive Director

Purpose of Position

Reporting to the Executive Director and the Senior Management Team (SMT), the Senior Policy Advisor provides analysis, research and advice on Strategy, Policy, emerging issues and Risk. The incumbent coordinate's the Commission's participation in the Nunavut General Monitoring Plan and the Nunavut Marine Council. Further, is responsible for document/report writing and control, internal co-ordination, operational analysis, research, monitoring and senior level administration. The incumbent will assist and support the SMT in the Nunavut Land Use Planning process, drafting, , implementation and monitoring. and coordinate response to ATIP requests.

Impact

The primary purpose of developing and implementing a Land Use Plan for the Nunavut Settlement Area shall be to protect and promote the existing and future well-being of those persons ordinarily resident and communities of the Nunavut Settlement Area taking into account the interests of all Canadians. Special attention shall be devoted to protecting and promoting the existing and future well-being of Inuit and Inuit Owned Lands.

Essential Duties and Responsibilities

1. Policy development:
 - Supports the Executive Director and in the development of a wide range of land use planning and operational policies.
 - Prepare issue papers, briefs, reports and other informative materials, for both internal and external purposes
 - Conduct research and analyses and make recommendations to the Executive Director on a wide range of political, strategic, planning and procedural issues
 - Coordinate the Commission's participation in the Nunavut General Monitoring Plan and the Nunavut Marine Council Plan
 - Prepares planning updates, participate in working groups, develops presentation and workshop materials and works to advance the Land Use Planning Process and implementation as directed by the SMT
 - Works with the SMT to build consensus on land use policy required to manage competing land uses as directed. Works with and supports Planning staff with the collection of data and information and drafting materials as directed.
2. Draft and edit content for a range of communications to include:
 - Prepare briefs, reports and other informative materials to present, distribute, and communicate research findings both internally and externally and when required assist planners with issue papers and drafting of the Nunavut Land Use Plan and related documents.
 - Prepares public notices, invitations for submissions, and other public announcements regarding meetings, hearing, workshops, and other matters
 - Prepares press releases, speeches, and articles for the Commission
 - Review and revise as necessary all briefing, notes, letters, and other correspondence for grammatical accuracy, clarity of content, and to ensure consistency in all Commission communications

- Responsible to create, produce and distribute Quarterly and Annual Reports as authorized by the Executive Director.
 - Assist Director Finance to Prepare and submit financial reports as required by funding agreements.
3. Liaison with staff and a broad spectrum of public and private planning partners:
- Liaise with Nunavut Schools and Arctic College to increase awareness of the Commission mandate and Land use Plan and related informational materials
 - Establish and maintain local, territorial and national contacts
 - Work with planners, when directed, to support discussion on the priorities and values of Inuit and Inuit Owned Lands
 - Present planning updates, participate and lead land use planning workshops
4. Planning
- Assist the SMT with the development of strategic plans, the Annual Operational Work Plan and Budget
 - Assist the Director Policy and Planning with the coordination and implementation of the Policy Department Annual Work Plan and provide technical advice and support as required
5. ATIP - Responsible to review documentation, perform analyses and prepare responses to requests under the Access to Information Act. Duties include:
- Provide and/or provide oversight on the preparation of responses to ATIP requests
 - Assist in the review of sensitive or complex files
 - Provide advice and guidance on the right of access to NPC information
 - Provide recommendations and advise on the disclosure and non-disclosure of information
 - Provide recommendations regarding the exemption or exclusion of information to be released
 - Prepare reports regarding the compilation of data and responses to ATIP requests
 - Participate in preparing and delivering ATIP related information and training sessions
 - Assisting in the processing of complaints under the Access to Information Act
 - Work with Manager IT to ensure the control, safety and integrity of NPC electronic documentation

Other Duties and Responsibilities

1. Provide innovation and new ideas for policy discussions and contributing to setting the agenda
2. Research, build and maintain an up to date manual of mandated functions and implementation requirements of the Nunavut Agreement and the Nunavut Planning and Project Assessment Act and further, maintaining issues log covering the inconsistencies between the Nunavut Agreement and the Nunavut Planning and Project Assessment Act and the ensuing operational implications
3. As directed by the Executive Director, provide advice to and participate in sessions and forums
4. Manage knowledge information appropriately so that it is easily available for other staff
5. Support the Document Management System development and implementation
6. Support the SMT and staff as required
7. Perform other duties as required

Relationships

The work involves:

- Assisting with the implementation of the NA generally and Article 11 specifically land use plan development processes policies and procedures.
- Establishes and maintains local, regional and national contacts with planning partners.
- Provides critical issues analyses and policy advice to the Executive Director

Qualifications

Education:

Have one or a combination of the following – Undergraduate Degree in Land Use Planning, Communications, Journalism, Marketing, Political Science, or equivalent or another related discipline. Experience in policy development, developing organizational communications, reports etc. or land use planning or geography, or related fields combined with specialized experience in similar organization/s, may be considered.

Experience:

Have a minimum of five years of experience in policy development or communications in a government or business environment. Experience in land use planning or geography would be beneficial.

Professional Background and Experience:

- Knowledge and experience in land use planning
- Knowledge of the Nunavut Agreement and the Nunavut Planning and Project Assessment Act
- Experience in working in the Nunavut / NWT Territories
- Excellent Communication, writing and software presentation skills are essential
- Experienced in working in the world of government and business.
- Experience in dealing with a variety of political and organizational responsibilities
- He/she should be an innovator and know the ins and outs of various government structures, and have public communications and negotiation intelligence
- Experience working with complex files and a heavy work load,
- Experience leading others through coaching and mentoring
- Has demonstrated personal integrity, sound judgement and an honest and ethical approach
- Is a Team Player and fosters the importance and principles of working Teams

Knowledge:

The work requires that the incumbent is knowledgeable in:

- Methodologies, applications and practices of land use planning processes
- The Mission, Mandate & Nunavut Agreement implementation responsibilities of the NPC.
- Work planning and control techniques;
- Methods of gathering, compiling analyzing and presenting critical data and information;
- Leading and participating in work and project teams;
- Standards Microsoft suite of desktop programs
- The mandate and goals of a wide variety of planning partners throughout Nunavut and Canada;
- Advanced knowledge of the human, cultural, social, physical, biological, economic and political environment of Nunavut;
- Protecting and safeguarding legal documents and confidential information;
- Propriety information and knowledge of Access to Information Policies;
- A wide range of Federal and territorial legislation related to the management of lands and resources.
- Advanced knowledge of NA and NUPPA.

Ability:

Analytical Research Skills – the ability to design research or evaluate studies, collect and analyze data using appropriate tools and methodologies and to prepare meaningful and concise reports that summarize the information provided by the data.

- Effectively extracts, synthesizes and interprets data from existing documents, studies or reports
- Critically evaluate data sources for reliability

- Can identify the most useful and appropriate tools and technologies (including computer application) to meet the requirements of the task
- Can interpret statistical and quantitative information to reach logical conclusions and /or identify significant trends or patterns
- Identifies optimal means to display and report data and results in a meaningful manner
- Demonstrates critical awareness of issues (e.g. privacy, security, political sensitivity) related to the release of information

Applying Principles and Procedures – The ability to understand a set of rules, guidelines or procedures, to recognize how they apply to a particular case, and to apply them in a logical way to make consistent decisions and /or recommendations on policy development.

- Identifies and understands the critical issues related to Land Use Plan implementation
- Applies relevant information (e.g. policies or practices) to address issues
- Formulates decisions/recommendations in a consistent and logical manner
- Recognizes issues that require an additional level of intervention seeks out knowledgeable people to obtain information or clarify a problem

Skills:

Policy Analysis Skills: - The ability to identify the key issues and factors associated with policy questions, to pull together and assess the information needed to guide decision-making and to propose and/or implement solutions that balance practical considerations.

- Can pull together diverse information, including research findings, into a coherent picture as basis for decision making.
- Demonstrates a keen understanding of the diverse factors (including planning partners involved) impacting on policy issues.
- Recognizes strategic opportunities and potential problems associated with policy questions.
- Selects optimal research or consultative approaches (that balance costs with effectiveness) to address policy issues.

Communications: - The ability to work with internal and/or with planning partners to share information, express the position of the Commission clearly and concisely, to determine the needs and interests of planning partners, to identify possible solutions and make recommendations.

- Draws on diverse sources of information and personal contacts in order to generate ideas.
- Involves Commission staff and planning partners in data acquisition.
- Is accessible and responsive to the Commission staff and planning partners as directed
- Recognizes relationships between pertinent information and the circumstances of individual issues.
- Express oneself in a manner appropriate to the audience.

Diagnostic Information Gathering: - The ability to identify the information needed to clarify a situation, seek that information from appropriate sources, and use skilled questioning to draw out the information needed.

- Gets more complete and accurate information, by checking multiple sources.
- Identifies optimal information sources.
- Knows when to seek expertise to obtain information or to clarify a problem.
- Makes effective use of time when gathering information.
- Probes with tact and diplomacy to get the facts, when others are reluctant to provide full, detailed information.
- Quickly identifies the specific information needed to clarify a situation or to make a policy decision.

Negotiating, Facilitation and Mediating Skills: - The ability to identify mutually acceptable solutions, both in conflict and non-conflict situations, when the parties have different interests or different perspectives on what should be done.

- Deals constructively with conflict situations.
- Effectively questions other parties to understand interests underlying positions.
- Focuses the discussion on common interests.
- Generates and proposes ideas that address the interests of different parties.
- Identifies the needs of other parties and acknowledges interdependencies.
- The ability to liaise effectively with the Senior Management Team and Planning Partners
- Very good judgment
- Interpersonal/negotiation skills
- Influences and persuades decision makers by presenting business cases supporting the proposed changes
- Encourages others to seek long-term solutions rather than focusing on immediate concerns or reactions
- Ability to operate as part of a team and as a change agent

Planning and Organizing: - The ability to develop well-thought-out plans to guide the accomplishment of work objectives.

- Develops plans for short-term and long-term projects.
- Measures performance against goals.
- Integrates a wide range of factors into the planning process.
- Maintains commitment to goals in the face of obstacles and frustrations.
- Makes effective use of time and resources.
- Sets priorities appropriately.
- Sets realistic goals and objectives.
- Keen enthusiasm and a capacity to deal effectively with multiple tasks under tight deadlines
- Excellent organizational skills

Presentation Skill and Report Writing: - The successful candidate will have outstanding written and oral communication skills with the ability to communicate complex issues and concepts clearly.

- The ability to prepare and deliver presentations and reports that are clear, engaging, and effective. Develops a clear, logical flow for presentations, responses and reports.
- Be experienced with software to develop presentations, analysis and data compilation reports, PowerPoint, Microsoft platforms etc.
- Selects language and examples tailored to the level and experience of the audience.
- Uses effective non-verbal communication skills.

Relationship Building: - Ability to build and maintain relationships and networks with a diverse range of stakeholders with often complex, conflicting and ambiguous issues

- Draws on long-term relationships with stakeholders to help plan for and achieve results
- Develops and maintains good internal and external peer and senior level relationships
- Provides stakeholders with the level and quality of information required to achieve outcomes
- Seeks out and builds relationships with individuals who can provide information, organization support and other forms of help.
- Shares past experiences from different projects, organizations, and government agencies to help achieve quality results
- Able to inspire and influence NPC staff and planning partners

Thinking Skills – The ability to actively and skilfully analyze problems and issues, organize information, identify key factors, identify underlying causes and generate practical solutions.

- Has Strong conceptual, critical thinking and analytical abilities
- Consistently seeks more effective and practical ways for the development of policies and high-level achievement through effective processes and procedures
- Recognizes pertinent facts and issues
- Identifies practical sound solutions to problems

Theories and Principles

A sound understanding is required of the processes, procedures and culture associated with government and planning partner collaboration, including a sound understanding of the policies principles and theories of land use planning processes, social development and community consultations and a general understanding and knowledge of Inuit cultural practices.

Physical Demands

- Travel by aircraft, watercraft, snow machine or automobile involves sitting in tight, often cramped spaces for many hours at a time.
- The travel may involve exposure to inclement weather and rough terrain.
- The exposure to the glare from a computer screen, sitting and focusing on reading for long periods of time may lead to eye, neck and back strain. Repeated use of finger and wrist muscle when using a keyboard can cause muscular pain or carpal tunnel syndrome.

Work Environment

- The work is performed in an open office environment and involves continuous exposure to noise and confined office space and involves sitting for long periods both in the office and during meetings, workshops and consultations, as well as exposure to video screen glare.
- Some time may be at communities or remote sites, with extreme weather conditions, long periods of darkness and insects.

Mental Demands

- There is a continuous requirement to deal with lack of privacy, numerous interruptions, frequent time pressures and deadlines on projects, reports and briefing notes, multiple changing priorities and lack of control over pace of work.
- There is a need to travel to meetings, workshops or training which may require periods of time away from home throughout the year and adjustments to different schedules and hours of work. Due to flight scheduling in the north, travel on weekends is often required.
- Peak periods require the incumbent to constantly exercise organization and priority setting skills. Usually physical (exhaustion) and mental stress (balancing multiple demands) develop during these times. Tight deadlines, financial restraints, conflicting priorities, multiple demands and fast paced workload may lead to stress, anxiety and mental fatigue.
- While attending meetings, workshops, hearings or training there may be extended periods where sustained attention and intellectual effort will be required placing increased pressure on the psychological / emotional effort required of the incumbent.
- Must be prepared to meet the personal and professional challenges associated with living in an isolated community with limited resources.

Validation of Job Description

This Job Description has been reviewed by and agreed to by the Executive Director and the Incumbent.

Executive Director

Incumbent

Date: _____

Date: _____