



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Long Term and Elders Care Policy Analyst
Division	<i>Health, Social and Cultural Development</i>
Title of Supervisor	Assistant Director, Health
Location of position	Iqaluit
Hay Point Rating	886
Effective Date	

NTI MISSION STATEMENT
<i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT</i>
POSITION PURPOSE
<p>The Long Term and Elder Care Policy Analyst plays a key role within the Department of Social and Cultural Development (SCD), assisting Nunavut Tunngavik Inc. (NTI) to advance its health priority areas.</p> <p>The Long Term and Elder Care Policy Analyst will directly report to the Assistant Director (Health) and work with a team to advance NTI's mission. The Department is responsible for activities related to NTI's obligations as the Designated Inuit Organization (DIO) under Article 32 of the Nunavut Agreement.</p>
SCOPE OF THE JOB
<p>The Long Term and Elder Care Policy Analyst will undertake advocacy, representation, policy analysis, and research in order to advance NTI's health priority areas and the implementation of Article 32 of the Nunavut Agreement.</p> <p>This position is expected to provide support, guidance and analysis as it relates to Long Term Care (LTC) in Nunavut, including: Elder care, ongoing care for those with disabilities, home care, and palliative care.</p> <p>This position will play a critical role in providing timely, up-to-date, credible information that is grounded in Inuit priorities as it relates to LTC for Inuit in Nunavut. The Long Term and Elder Care Policy Analyst will perform some or all of the following duties:</p> <ul style="list-style-type: none"> • Plan and implement activities as guided by the Director and Assistant Director; • Analyze policy and provide recommendation(s) and options for NTI positions on Inuit Long Term Care, including Elder Care; <ul style="list-style-type: none"> • Ensure that all activities, projects and initiatives comply with best practices, and legal and regulatory requirements, including NTI's stated goals, objectives, vision, and mission grounded in Inuit perspectives, worldview and values; • Remain current and disseminate information to Inuit partners on key issues impacting Inuit LTC in Nunavut;

- Research a full range of policy and planning issues of concern to SCD, as well as other NTI Departments as required.
- To build and maintain a good working relationship with Regional Inuit Associations.
- To establish and/or help maintain partnerships with Government of Nunavut and government of Canada.
- To provide advocacy on health-related matters affecting Nunavut Inuit, based on research and statistics.
- Participation and/or representation on National and Territorial Committees/Working Groups and Article 32 Working Group Meetings as required.

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude

The incumbent carries out his/her role through the following activities by working with the supervisor.

Planning

- Compile and analyze relevant LTC-related legislation and policy documents. This includes (but not limited to): annual reports, policy papers, discussion papers and reports on statistics.
- Prepare briefing material for the Assistant Director and Director and, at times, the Executive, to ensure up-to-date information as it relates to LTC and Elder Care.
- Work with and assist SCD team members, including consultants, with all projects related to LTC.
- As necessary, collaborate with Regional Inuit Associations to lead LTC-specific[^] policy-related activities.

Policy

- Assist NTI in monitoring trends, policies, initiatives, programs and issues with actual or potential impact on LTC and related legislation.
- Build and maintain relationships with counterparts in the three other Regional Inuit Association as well as Inuit TapirNt Kanatami and other Inuit Land Claims Organizations, and other non-governmental organizations and ensure that information flowing from these working relationships flow back to NTI.
- Participate in community, regional and national consultations as necessary and required.

Communication

- Communicate regularly with Social and Cultural Development staff, and at times the Executive, to provide updates.
- Draft and produce briefings, reports, evaluations, and other documents in a timely fashion as needed.
- Report, as needed, to the Director Inuit partners and funding agencies to provide relevant information.

Management

- Participate in meetings and teleconferences of working groups/networks.
- Complete briefings, update and activity reports as required to ensure that all stakeholders remain informed regarding implementation of various pieces of

language legislation and policies.

Human Resources-general

- Ensure adherence to NTI's Human Resources Policy and Procedures
- If conflict arises, the employee should be able to review the HR manual to guide next steps.
- If health supports (physical, mental or emotional) are required, it is the responsibility of the employee to take the necessary steps to manage treatment. The Director will be there to assist in next steps.

Representation

- Represent SCD in LTC and Elder Care policy development work.
- Represent the organization as required
- Assist in developing and maintaining good working relations with Inuit Organizations.
- Assist in developing and maintaining constructive working relations with the Government of Nunavut and the Government of Canada.

NTI COMPETENCIES– Magnitude and depth of expected behaviors

Action Management:

- Administers functions in a fair and ethical manner that brings maximum employment and benefit to the organization
- Provides clear direction to colleagues on objectives and timetables for work
- Explains to employees/colleagues how work expectations are aligned with employment goals
- Adopts effective work methods to develop excellence
- Is accountable for their decisions and performance

Adaptability and Flexibility:

- Respects differences in others' working style and priorities.
- Depicts a positive outlook when asked to do things differently.
- Accepts new people and their ideas.
- Coaches colleagues in how to juggle multiple tasks and priorities.
- Shifts unit's attention and priorities in response to the needs of the business.
- Is flexible: adapts to changes in priorities, assigned responsibilities and management styles.

Cooperation and Collaboration:

- Interacts and collaborates with all parties with an open mind in solution-seeking ways.
- Thinks and acts collaboratively to resolve conflict in consensus-building ways.
- Correctly interprets clues of wavering engagement in own team and acts to re-energize them.
- Fosters understanding and open communication between team members.
- Respects cross-cultural perspectives and differences.
Develops a shared understanding amongst others to arrive at decisions through consensus.

Effective Interactive Communication:

- Is curious about others: actively asks questions to gain a broader understanding of their perspective.
- Seeks to ensure that messages are clearly understood by all parties.
- Communicate well with staff and members, exhibiting excellent listening skills.
- Display confidence when dealing with people, with well-developed written and verbal communication skills.
- Is genuinely receptive to others' ideas and responds in ways that communicate respect of others.
Uses tact and diplomacy in all communications.

Impact and Influence:

- Persuades others by carefully developing sound business cases.
- Fosters a climate of trust and respect during negotiations.
- Treats partners fairly, ethically and as valued allies during negotiations.
- Maintains composure and practices emotional restraint under difficult circumstances.
- Maintains a positive outlook and constructive attitude when faced with opposition.

Judgement/Analytical thinking:

- Looks at problems from different angles and considers alternative solutions before moving forward with a plan to resolve it.
- Draws on options and solutions from across NTI, not just from one's own area, to solve work problems.
- Anticipates the risks inherent in a suggested plan of action and devises appropriate mitigating strategies.
- Is an agile interpreter of guidelines: navigates ways around a wide range of guidelines.
- Ability to investigate issues and requirements, identify, and prioritize appropriate solutions.

Partnering and Relationship Building:

- Builds positive relationships based on respect and caring for others.
- Makes a conscious effort to maintain rapport with partners and communities.
- Builds effective work relationships through positive communication and outreach.
- Actively cultivates strong relationships with employees, clients, and partners.
- Looks for ways to add genuine value to partners and contacts.

Inuit Qaujimagangit/Qaujimagatuqangit:

- Creates a welcoming and positive environment for others.
- Fosters good spirit by being open, welcoming and inclusive of new individuals.
- Places the needs of the group or community above his or her own interest.
- Promotes global connections between people through sharing in just and equitable ways.
- Views local and global issues as being overlapping, interdependent and dynamic, and uses this information when making decisions.
- Uses information and knowledge to improve society and the well-being of people around him or her.
- Is resourceful and seeks solutions through creativity, adaptability, and flexibility.
- Is flexible in responding to a rapidly changing world to improve the context in which Inuit live.
- Participates actively and enthusiastically in activities that help build the strength of the Inuit of Nunavut

B. KNOWLEDGE, SKILLS AND ABILITIES - Managerial Know-How/Integration; practical/technical work and Human Relations/Communication Skills

The following education, knowledge, skills, and abilities are required:

- Minimum Bachelor's Degree in a relevant field, or at least 3 years of equivalent work experience in health or social policy.
- Strong policy analysis planning, and research skills.
- Strong problem-solving abilities.
- Effective oral and written skills, Inuit language oral and written skills are an asset.
- Self-starter with motivation, and able to take initiative.
- Knowledge of health-related issues affecting Inuit in Nunavut.
- Good knowledge of the Nunavut Agreement and NTI's Mission, especially A32
- Knowledge of NTI's Corporate Governance system.
- Demonstrated awareness of and sensitivity to Inuit issues.
- Knowledge of regional, territorial, national, and international Inuit organizations.
- Proven ability to work well in a team environment.
- Proven ability to deal simultaneously with multiple files.
- Proven ability to meet demanding deadlines.
- Proven ability to work in a politically sensitive environment.
- Proven ability to work under high levels of stress/pressure.
- Strong presentation skills.
- Fluency in Inuktitut or Inuinnaqtun or the willingness to undertake training to attain fluency is a must.

C. PROBLEM SOLVING, DECISION MAKING, KEY ISSUES AND THINKING CHALLENGES/ENVIRONMENT

Incumbent requires knowledge of the NTI mission, vision and values; corporate and organizational culture. Must be resourceful in problem solving and solution seeking approaches. Must also recognize when further guidance or direction may be needed from Director or above.

D. WORKING CONDITIONS

Physical Effort: *The combination of intensity, duration, and frequency of physical activity such as standing, sitting, bending, lifting, and/or working in awkward or constrained physical positions.*

- Occasional lifting of papers and boxes;
- Frequent duty travel;
- Travel to communities in inclement weather;
- Frequent short notice deadlines;
- Politically sensitive issues may add to stress.

Physical Environment: *The combination of intensity, duration and frequency of exposure to factors in the environment such as exposure to disagreeable conditions such as dust, noise, extreme heat or cold, and/or exposure to health or accidental hazards.*

Work in office environments. Frequently required to travel in northern and southern Canada.

Sensory Attention: *The combination of intensity, duration, and frequency of concentration required such as sustained attention required for tasks such as analyzing complex documents, effecting repairs where precision is important, and/or intense listening.*

- Reading detailed documents, studying and researching;
- Focused listening;
- Long-term computer use may cause eyestrain, back and wrist pain.

Mental Stress: *The combination of intensity, duration, and frequency of exposure to physical and environmental factors such as tight deadlines, competing pressures, unpleasant public or client contacts, and/or disruption of personal life due to work, or travel.*

- Long-term computer use;
- Preparing reports against deadlines will cause stress;
- Deadlines will cause overtime;
- Disruptions in life style caused by work schedules or travel requirements;
- Reporting and responding to urgent requirements may cause stress.

CERTIFICATION

Employee Signature

Supervisor Title

Employee Name (Print)

Director of Human Resources

Date

Date

I certify that I have read and understand the responsibilities assigned to this position, and I certify that this is an accurate description of the responsibilities assigned to this position.

Attach an updated Organizational Chart for the Department