



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Policy Analyst, Economic Development
Division	Policy and Planning
Title of Supervisor	Director, Policy and Planning
Location of position	Iqaluit, Remote Optional
Hay Point Rating	
Effective Date	March 09, 2023

NTI MISSION STATEMENT
<i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT</i>
POSITION PURPOSE
<p>Economic development is critical for reaching and maintaining a high quality of life and is central to fulfilling Nunavut Tunngavik Inc.'s (NTI) mission for the social, cultural, and economic well-being of Nunavut Inuit. Economic development in Nunavut is anchored in a traditional land-based economy and in Article 24 of the <i>Nunavut Agreement</i>. Inuit owned firms, and the growth of Inuit business, represent a major element of economic development in Nunavut. Capturing and defining the challenges, barriers and opportunities impacting Inuit firms, and understanding their contribution to Nunavut's economy is a key focus for NTI.</p> <p>Responsible for Nunavut Tunngavik Inc (NTI)'s economic development portfolio, including oversight of the Inuit Firm Registry, the Policy Analyst - Economic Development position entails being aware of the economic development aspirations of Nunavut Inuit, how they fit in the current discourses on economic development in Nunavut, Inuit Nunangat, Canada's Arctic/North, Canada, and broader circumpolar and international contexts.</p> <p>Reporting to the Director, the Policy Analyst - Economic Development, oversees the coordination of Nunavut Tunngavik Inc (NTI)'s interests in all areas pertaining to economic and Inuit business development, including but not limited to research, funding, planning, advocacy.</p>

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude

Integral to NTI's Executive Services function, the Department of Policy and Planning is responsible for providing policy and strategic planning support to the offices of the President and Vice-President, the Board of Directors and the Board's Infrastructure and Housing Advisory Committee and the Corporate Senior Management team.

The Policy and Planning team plays a lead role in formulating, amending, and revising policy options to meet the NTI Executive and Board priorities. It also strategically formulates short-term and long-term planning options with input from NTI senior management for CEO and NTI Executive consideration and implementation.

The Department's core areas of business are infrastructure, housing and homelessness, fisheries, economic development, procurement, land claim agreement monitoring, and devolution.

This position is responsible for providing evidence-based, sound policy options and recommendations to the NTI Board on a broad range of economic development, business development and related issues affecting Inuit in Nunavut.

The impact of this position on the rest of the organization can be considered in the following ways: researching and developing comprehensive, integrated, and coordinated policy options and positions on issues related to economic and Inuit business development, based on regular/consistent engagement with internal NTI departments, Regional Inuit Associations, Inuit Development Corporations as well as municipal, territorial, and federal governments, and other relevant stakeholders.

RESPONSIBILITIES:

Policy

- Support the Director, Policy and Planning, NTI Executive Services, and the NTI Board of Directors by monitoring long, medium, and emerging trends and issues related to economic and Inuit business development including the Inuit Firm Registry.
- Support the Director and the Assistant-Director, Policy and Planning, NTI Senior Management, the Infrastructure and Housing Advisory Committee (IHAC) and the Board in understanding and communicating the implications of these trends and issues by researching and developing comprehensive, integrated, and coordinated positions for NTI.
- Draft, edit, and produce appropriate summary reports, option and discussion papers, backgrounders, briefing notes, information items and decision submissions to help communicate the implications of emerging, medium, and long-term trends and issues related to economic and Inuit business development for senior management, the Infrastructure and Housing Advisory Committee and the Board of Directors, as may be required or requested.

- Support the Director, Policy and Planning in representing NTI on internal, regional, and national platforms focused on economic and Inuit business development in Nunavut, Inuit Nunangat and Canada's Arctic. More specifically, the incumbent will support the Department of Policy and Planning in representing NTI in the following working groups and fora:
 - NTI's Infrastructure and Housing Advisory Committee (IHAC) and Infrastructure Technical Working Group (ITWG), and other relevant working groups that include the Regional Inuit Development Corporations.
 - Intergovernmental Working Groups at the Territorial and Federal levels, such as:
 - The Inuit Crown Partnership Committee (ICPC) Economic Development Working Group.
 - The Nunavut Nangminiaqtunik Ikajuuti (NNI) Secretariat
 - Any relevant GN-NTI or other intergovernmental working group related to economic Inuit business development.
- Develop and maintain working relationships with relevant stakeholders, including but not limited to the NNI Secretariat, the Nunavut Economic Developers Association (NEDA), Indigenous economic development organizations, the governments of Nunavut and Canada, to stay abreast of the major policy issues and trends related to infrastructure.

Governance Support

- Provide governance support to the Infrastructure and Housing Advisory Committee and the Infrastructure Technical Working Group, by drafting agendas and minutes and generally by maintaining NTI's support role of promoting productive relationships between NTI, the Regional Inuit Associations, and Inuit Development Corporations.
- Develop internal procedures required for the implementation of Board and Committee policies or resolutions pertaining to infrastructure.
- Where appropriate, arrange for outside experts to prepare policy research papers required by NTI, and manage the process of ensuring the quality, timely receipt, and cost-effectiveness, of such papers.

Research

- Monitor trends, policies and programs related to economic and Inuit business development, to stay abreast of emerging issues and developments regionally, nationally, and internationally.
- Conduct research, internal and external consultations to help NTI better understand the interconnections between economic and Inuit business development and the social, cultural, and economic well-being of Nunavut and Nunavut Inuit.

- Undertake both quantitative and qualitative data collection and research projects, pertaining to trends and issues related to economic and Inuit business development in Nunavut, Inuit Nunangat, Canada's North, Southern Canada, indigenous and broader circumpolar and international contexts.
- Design and conduct community, stakeholder and rightsholder consultations, engagement, and research projects, as required. Promote the ethical conduct of relevant economic or business-related research in Nunavut by participating in the design of research project.

Communications

- Draft speaking points, speeches, testimony, or articles for publications as may be required.
- Represent NTI in meetings, conferences, committees and working groups as assigned.

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 in order 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 Qaujimajangit/Qaujimajatuqangit:

- 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

- Spoken and written Inuktitut/Inuinnaqtun language is desirable and the willingness to learn is required
- Good knowledge of the *Nunavut Agreement*, NTI's mission.
- Good knowledge of economic and Inuit business development trends and issues affecting or impacting Inuit in Nunavut.
- Good knowledge of economic and Inuit business development trends and issues affecting or impacting First Nations and Métis across Canada.
- Good knowledge of initiatives, programs, policies related to economic and Inuit business development in Nunavut and offered by municipal, territorial, and federal governments, and other stakeholders and rightsholders.
- Good knowledge of relevant stakeholders and their respective role or connection with economic and Inuit business development in Nunavut, such as the Nunavut Association of Municipalities and the Federation of Canadian Municipalities.
- Knowledge of project planning and program evaluation theories and principles, including scheduling, cost estimation, financial management and project delivery.
- Knowledge of economic and Inuit business development planning methods, research and economic feasibility studies, and data collection and analysis.

Skills & Abilities:

- Excellent interpersonal and communication skills.
- Excellent organizational skills.
- Proven ability to prioritize workloads, deal simultaneously with multiple files and meet tight deadlines.
- Good policy analysis, planning, and research skills, and willingness to develop strong skills sets in these areas.
- Strong presentation skills with the proven ability to plan, coordinate and present to Nunavut Inuit, stakeholders and other various officials.
- Strong writing skills with a proven ability to write and present professional reports, Board submissions, position papers and briefing notes.
- Strong problem-solving abilities.
- Strong research and analytical skills to interpret and analyse situations to develop recommendations and solutions.
- Ability to work in a politically sensitive environment.
- Ability to work under high levels of stress/pressure.

Qualifications:

- Typically, the above knowledge, skills and abilities, would be attained through the following:
- A Bachelor of Arts or Science Degree.
- Five (5) years' experience in program management, project management, capital planning or a related field in a municipal, provincial/territorial, or federal work setting, and one (1) year supervisory experience
- An acceptable combination of education and experience may be considered.

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; NTI and RIA Bylaws, Policies and Procedures related to land and resource management; Federal and Nunavut Territorial land and resource related Acts, Legislation, Regulation, Policies, Procedures and Guidelines.

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