



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Senior Policy and Intergovernmental Advisor, Emergency Management	
Position Number	Community	Division/Region
21-17718	Yellowknife	Policy, Legislation and Communications / HQ

PURPOSE OF THE POSITION

The Senior Policy and Intergovernmental Advisor, Emergency Management is responsible for the development of emergency management policies, carrying out research, providing analysis, advice, and recommendations, leading engagement activities, carrying out intergovernmental relations, and supporting a review of the existing emergency management framework in the Northwest Territories (NWT) and the implementation of a modernized framework. Responsibilities are carried out within the context of federal and Government of the Northwest Territories' (GNWT) legislation and policies, land, resource, self-government and modern treaty agreements, municipal and Indigenous government by-laws, intergovernmental protocols, and the political, social, environmental, and economic context of the NWT in a manner that directly affects the achievement of the mandate and priorities of the Department.

SCOPE

MACA is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life and to deal effectively with other government organizations. The Department is also responsible for protecting the interests of consumers. The Department accomplishes this mandate through supporting capable, accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics, and close proximity to an active political environment.



Located in Yellowknife and reporting to the Assistant Director, Emergency Management Legislation and System Review, the Senior Policy and Intergovernmental Advisor, Emergency Management is responsible for the development of emergency management policies to achieve a modernized, feasible emergency management system that meets the needs of the territory and residents. The Senior Policy and Intergovernmental Advisor, Emergency Management carries out research, provides analysis, advice, and recommendations, leads intergovernmental relations and engagement activities, and acts as project manager for emergency management policy initiatives. The incumbent also supports the comprehensive review of the emergency management framework in the NWT and the implementation of a modernized framework.

Emergency management legislation and policy can be highly sensitive and politically charged, and updates must be undertaken in accordance with intergovernmental protocols and commitments for collaboration and in a manner that recognizes the interconnected emergency management roles and responsibilities of multiple authorities within the NWT. The incumbent coordinates intergovernmental collaboration on the development of legislative amendments and policy through the NWT Council of Leaders Forum (NWTCOL) Emergency Management Working Group, made up of representatives from Indigenous governments and the GNWT, and through the NWT Association of Communities (NWTAC) and Local Government Administrators of the NWT (LGANT) Emergency Management Working Group, made up of municipal governments and administrators.

The Senior Policy and Intergovernmental Advisor, Emergency Management must carry out the responsibilities of the position recognizing the complexities, intergovernmental relationships, and diverse goals of the GNWT. These goals include formally incorporating roles and responsibilities of Indigenous governments into the NWT's emergency management system, ensuring there is a framework to adequately support municipal and Indigenous government emergency planning, and ensuring the integration of non-governmental organizations (NGOs) and not for profit organizations into emergency plans to address the needs of vulnerable populations. The position must monitor political forces, consider socio-political and legal issues, anticipate reactions, and recommend responses.

The Senior Policy and Intergovernmental Advisor, Emergency Management has significant latitude and a high level of accountability and is expected to be able to work within best practices, functional precedents, and broadly defined policy objectives. The incumbent must carry out the responsibilities of the position recognizing the Department's mandate, the complexities of the socio-political environment, and changing needs of residents and the territory. The ability to build and maintain relationships and work in a collaborative manner with officials across the Department, the GNWT, within the federal government, and with municipal and Indigenous governments, respecting that interests and perspectives do not always align, is essential to ensure success. Failure to effectively carry out the responsibilities of the position may result in reputational harm and diminished confidence in the Department and the GNWT and injury or harm to residents.



RESPONSIBILITIES

1. Conducts research to support evidence-based improvements to emergency management policies.

- Conducts research to inform the development of policy and analyzes local, cross-jurisdictional, and national issues relevant to emergency management to ensure NWT policy meets the needs of the NWT and is also harmonized with territorial and federal legislation and policies, that of other provinces and territories, and Indigenous government and municipal by-laws and plans.
- Monitors and identifies subject matter and potential policy intentions for policy development based on current events shaping the NWT's political and social environment.
- Carries out socio-economic, political, and media scans and assessments to identify trends and issues in the NWT as these relate to emergency management and analyzes options for addressing these in policy amendments.
- Carries out research on emergency management best practices and case models.
- Reviews after action reports of emergency events to identify potential areas of policy improvement.
- Conducts assessments of the existing emergency management framework to identify gaps, issues, and areas of potential improvement.
- Analyzes methods of addressing gaps in the emergency management policy framework across the NWT, including ensuring alignment with updated federal disaster recovery programming.
- Develops jurisdictional comparisons to inform policy development activities.
- Reviews politically sensitive documents including letters, contracts, agreements, memoranda of understanding, and proposed policies and identifies potential issues of concern to the Assistant Director, Emergency Management Legislation and System Review.
- Develops and maintains research and analysis skills by attending workshops, conference seminars, meetings, courses, and other training.
- Works with departmental and GNWT evaluation specialists to identify indicators, measures and other monitoring data to collect on a consistent basis to support evaluations of the emergency management framework and inform amendments.
- Works with departmental, interdepartmental, and intergovernmental colleagues to gather data to inform the development of emergency management legislation and policies.



2. Leads and coordinates the development and amendment of GNWT emergency management related policies, ensuring consistency with the priorities, mandates and goals of the GNWT.

- Acts as the project manager of policy initiatives and coordinates the development of new or amendments to existing policies.
- Carries out policy initiatives in accordance with intergovernmental protocols and Legislative Assembly process conventions.
- Interprets policy.
- Provides analysis of the appropriate instrument (statutes, regulations, policies, etc.) to govern the achievement of departmental objectives.
- Works with departmental divisions and regions, other GNWT departments, Indigenous governments, the federal government, municipal governments, and subject matter experts and targeted stakeholders in the development of new and amended policies.
- Develops and delivers briefings on the substance of new and amended policies and develops recommendations for the consideration of Executive Council, NWTCOL, NWTAC, and LGANT emergency management working groups, and Standing Committee.
- Liaises with the Emergency Management division to ensure policy amendments meet program needs and are feasible.
- Prepares documents used in the policy development process, including draft policies, Executive Council decision papers, Minister statements, briefing materials, policy intention documents, discussion papers, terms of reference, engagement plans, and public engagement materials.
- Analyzes results of public engagement for potential consideration in relation to new or amended policies being developed.
- Develops briefing materials and briefing binders on policy initiatives for use by the Minister.
- Drafts Ministerial correspondence related to policy initiatives, sent to Standing Committee, Indigenous governments, industry, and non-governmental organizations.

3. Provides analysis, advice, and recommendations related to emergency management policy.

- Provides analysis and advice on emergency management policies.
- Identifies and analyzes policy issues and possible solutions.
- Participates in teams to evaluate and recommend GNWT positions on matters related to policy and implementation matters.
- Represents the Department's policy interests with other departments and other governments.
- Reviews departmental, GNWT, federal, municipal, Indigenous government, and NGO policies and processes to identify specific concerns, recommend solutions or approaches, and provide support to policy development.



- Reviews GNWT policies, processes, programs, and activities to ensure alignment with emergency management goals and priorities.
 - Provides analysis of possible implications of various policy and program initiatives on the Department's emergency management mandate.
 - Recommends and provides support to the development of broader policy approaches.
 - Identifies gaps in policies and procedures that may cause political issues and operational gaps and recommends potential solutions.
 - Prepares briefing materials and correspondence for use by senior management, the Deputy Minister, and Minister, including briefing materials for use during NWTCOL, NWTAC, LGANT, Legislative Assembly, Standing Committee, Executive Council and Financial Management Board meetings.
 - Supports and participates on departmental, interdepartmental, and intergovernmental committees dealing with issues related to departmental policies, as appropriate.
 - Supports the work of the Senior Legislative Advisor, Emergency Management.
- 4. Leads all public engagements and intergovernmental relations activities related to the development of emergency management legislation and policies.**
- Coordinates departmental and interdepartmental committees related to emergency management policy and legislative initiatives.
 - Coordinates and participates in project teams created to collaborate on and gather input into the development and drafting of emergency management legislation and policies, including the NWTCOL and NWTAC/LGANT Emergency Management Working Groups.
 - Leads and coordinates collaboration and engagement activities with Indigenous governments, municipal governments, NGOs, targeted stakeholders such as industry and the Council of Canadian Emergency Management Organizations, and the public related to emergency management legislative and policy initiatives.
 - Seeks advice from the Senior Legislative Advisor, Emergency Management on effective public engagement processes that are consistent with land, resources, self-government and modern treaty agreements, case law and other legal obligations, and coordinates public engagements.
 - Engages with stakeholders on issues related to new or amended legislation and policy, organizes and attends partner, stakeholder, and public meetings as part of the legislative and policy development process, and tracks feedback received and commitments made during meetings.
 - Prepares reports on results of public engagements on legislative and policy initiatives.
 - Liaises with Executive and Indigenous Affairs to actively carry out intergovernmental relations, ensuring a coordinated approach that is consistent with government-to-government protocols and aligned with political priorities and interests.
 - Builds and maintains professional contacts within Indigenous and municipal governments to ensure effective intergovernmental communications and provide



regular updates on the progress of emergency management legislative and policy initiatives.

- Supports and represents the Department on Federal/Provincial/Territorial committees and working groups when activities relate to or have implications for emergency management legislative and policy initiatives.
- Coordinates departmental contributions to nation-wide or intergovernmental initiatives that affect the modernization of the emergency management framework in the NWT.

5. Supports a comprehensive review of the existing emergency management framework, including the assessment of roles, responsibilities, process improvements, intergovernmental relations, protocols, and organizational interconnectedness needed to modernize and address gaps in the existing framework.

- Carries out analysis of options to clarify roles and responsibilities, improve processes, and strengthen intergovernmental communications, relations and collaboration within the emergency management system.
- Liaises with Indigenous and municipal governments to identify areas of concern related to protocol, communications, and interconnected roles and responsibilities, or the lack of, within the NWT emergency management framework.
- Analyzes and assesses Indigenous and municipal interests and positions and develops recommendations to address concerns.
- Ensures intergovernmental interests can be fully considered as part of a systematic review of the emergency management framework.
- Supports the evaluation of the existing emergency management framework through the gathering and provision of information and analysis, as directed.
- Supports program design and the development of a monitoring and evaluation framework for a modern emergency management framework, as directed.

6. Supports the implementation of a modernized emergency management legislative and policy framework in the NWT.

- Develops and contributes to implementation plans necessary to bring new and amended policies into force and ensure departmental compliance.
- Supports and encourages other agencies and governments to carry out implementation planning necessary to bring amendments into force or to support successful implementation.
- Develops and contributes to financial management board submissions necessary to implement new or amended policies and program modernizations.
- Carries out analysis and reviews to identify critical components necessary to implement updated policies.



- Participates in the delivery of change management activities needed to support successful implementation.
- Develops and contributes to training, communications, and awareness plans to support implementation.
- Develops, reviews and contributes to training materials needed for successful implementation, and delivers or supports delivery of training.
- Analyzes existing processes to determine if updates are needed as part of implementation.
- Liaises with the Emergency Management division to ensure policy amendments are feasible and can be implemented.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Travel six (6) times a year for one (1) week at a time is required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of project management, including strategic planning, development, and engagement.
- Knowledge of the policy development process.
- Knowledge of the interconnectedness and paramountcy of acts, regulations, case law, and policies.
- Knowledge of the history, culture, political and economic aspirations of Indigenous people and other Northerners.
- Knowledge of MS Office operating systems and software (Word, Excel, PowerPoint, Teams, Outlook, Access), Adobe Acrobat Pro, and appropriate use of the internet.
- Project management skills.
- Strategic planning skills.
- Facilitation and listening skills.
- Problem-solving skills
- Organizational and planning skills



- Oral and written communications skills
- Interpersonal skills
- Political sensitivity, tact, and diplomacy skills.
- Strategic-thinking skills
- Ability to research, analyze, synthesize multiple concepts and priorities, make feasible recommendations, and write reports.
- Ability to acquire knowledge of departmental mandate, goals and objectives, priorities, Acts and Regulations, agreements, frameworks, strategies, and policies.
- Ability to acquire knowledge of the GNWT's structure and operations, priorities, business strategies, departmental mandates, and organizational design.
- Ability to acquire knowledge of the emergency management framework in the NWT.
- Ability to acquire knowledge of key partners and stakeholders including Indigenous governments, municipal governments, and federal departments, their interests and mandates.
- Ability to exercise discretion and diplomacy in dealing with difficult issues and situations, divergent views and personalities, and sensitive information and materials.
- Ability to take initiative.
- Ability to build and maintain excellent working relationships with colleagues and stakeholders.
- Ability to analyze, interpret and critically assess policies, government and departmental initiatives, Executive Council and FMB direction, and ability to develop appropriate approaches to address various policy and political issues.
- Ability to provide feasible advice regarding policies.
- Ability to represent the organization and its positions accurately and professionally, while developing and maintaining effective relationships with key partners and stakeholders.
- Ability to work with people in an effective, tactful, diplomatic manner and ability to work in a highly politicized environment.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A bachelor's degree in public administration, political science, Canadian studies, Indigenous studies, law, public affairs, emergency management, planning, or a related field and three (3) years of experience in policy development, planning, project management, or intergovernmental relations.

Equivalent combinations of education and experience will be considered.



ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Select language

- Required
- Preferred