



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Senior Program Analyst, Disaster Recovery	
Position Number	Community	Division/Region
21-17666	Yellowknife	Emergency Management

PURPOSE OF THE POSITION

The Senior Program Analyst, Disaster Recovery is responsible for leading the development of new or revised policies, strategic programs and processes to address departmental and Government of the Northwest Territories (GNWT) disaster assistance and recovery priorities. The Senior Recovery Program Analyst provides expert advice and guidance on disaster assistance and recovery policies to ensure time sensitive decisions on disaster assistance and recovery are consistent with GNWT and federal recovery, disaster assistance, emergency management and public safety legislation, policy and protocols. This work has a direct impact on public trust in the GNWT and the effectiveness of disaster recovery programs, ensuring the integrity of programming and respect for individual rights following major disaster events.

SCOPE

The Senior Program Analyst, Disaster Recovery (Analyst) is located in Yellowknife and reports to the Manager, Disaster Mitigation and Recovery. The Analyst provides expert advice and guidance for senior management on matters related to the design, delivery and evaluation of disaster assistance and recovery policies and programming. This includes supporting the development and update of current and new policies and programs, and ensuring alignment with supporting federal recovery legislation, policies and programs. The Analyst also provides expert advice, assistance and support to five regional superintendents, emergency management coordinators and recovery Pathfinders in delivering disaster assistance and recovery programming to residents, businesses and community governments.

The Department of Municipal and Community Affairs (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. MACA 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. All these factors and a changing risk profile makes the Northwest Territories (NWT) a very challenging and complex environment in which to deliver recovery programming and provide disaster assistance to residents and community governments.

Due to the considerable diversity of the Department's mandate, there is a continual requirement to evaluate and amend the Department's legislative and policy framework to ensure that it establishes and maintains appropriate authorities and outcomes that allow MACA and community governments to deliver programs and services that meet the needs of residents. The development and maintenance of the Department's policy and legislative framework has a direct impact on MACA's ability to deliver programs and services and to ensure a productive relationship with community governments and key stakeholders.

The Analyst provides expert advice and guidance for the development of disaster assistance and recovery policy and programming and support to residents, community governments, Regional Emergency Management Organizations (EMOs), the Territorial EMO and GNWT departments and agencies in their disaster recovery efforts during and after a disaster event. Disaster events can cost the GNWT tens of millions of dollars in recovery costs. This position provides policy and program support to ensure the integrity of disaster assistance and recovery program operations, policies and expenditures. The Analyst supports senior management and recovery staff, and ensures contracted services are focused on results that are aligned with GNWT strategic objectives and meet the needs of residents in the NWT throughout the recovery process.

The Analyst works with confidential GNWT and privileged client information and must work within the framework of the *Access to Information and Protection of Privacy Act*. The position must adhere to all relevant GNWT policies related to record management and financial accountability.

The Analyst will be required to be on a standby rotation throughout the year and must be available to respond to emergency management issues and response activities during periods of increased risk to communities.



RESPONSIBILITIES

1. Develop, assess and evaluate disaster assistance and recovery programs and policies.

- Analyze and evaluate the potential political, legal and economic impacts of existing and proposed recovery strategies, programs and policies.
- Analyze and identify priorities for program and policy options and changes as they pertain to the Department's mandate.
- Research and evaluate existing recovery policy and legislative frameworks and evaluate public reaction to current policies and programs.
- Assess alternate recovery program delivery models and recommend policies and programs for development and/or evaluation.
- Complete inter-jurisdictional research and other forms of environmental scans as required.
- Coordinate, develop and prepare policy instruments (briefing notes, decision papers, Financial Management Board (FMB) submissions, etc.) on recovery program and policy changes or issues, political and/or sensitive matters to the Department, Minister, and Executive Council.
- Develop and maintain procedures to ensure all relevant issues are addressed in Ministerial briefings related to recovery initiatives or programs.
- Consult key stakeholders, the public and GNWT/federal departments on recovery program and policy initiatives.

2. Provide expert advice on territorial disaster assistance and recovery programs and policies to departmental staff.

- Lead the development, evaluation and maintenance of GNWT recovery guidelines and tools (e.g., Standard Operating Procedures, forms and guidelines, educational tools) based on changes to federal recovery programs and GNWT policies, risk and climate, technological, best practices or knowledge gained from outcomes of previous recovery situations.
- Support Pathfinder operations in dealing with difficult/complex claims and appeals.
- Analyze results of after-action reviews and public consultation in relation to amendments to the disaster assistance and recovery programs and policies and the Emergency Management Act.
- Participate on departmental project teams created to coordinate departmental and public input into amendments to disaster assistance and recovery programs and policies and *Emergency Management Act*.
- Provide interpretation and support for all provisions of territorial financial and disaster assistance programs, including helping form recommendations as to whether to apply territorial disaster assistance programs to a specific disaster event.
- Ensure alignment between territorial disaster assistance policies and federal disaster assistance programs including Disaster Financial Assistance Arrangements and the Emergency Management Assistance Program.



- Coordinate and formulate questions asked to the federal government regarding understanding federal disaster assistance programs as they interact with territorial disaster assistance policies.
 - Explain and communicate technical information related to federal and territorial disaster assistance programs to senior management, GNWT departments and agencies, residents, businesses, non-profit organizations and community governments impacted by major disaster events.
 - Provide expert advice to recovery staff to communicate to other GNWT departments and agencies related to eligibility for expenditures under federal disaster assistance programs, including provision of information, answering technical questions, and working with financial and insurance areas of the GNWT.
- 3. Prepare Ministerial materials, including briefings, Executive Council and Financial Management Board submissions, materials for Standing Committees, and responses to correspondence.**
- Support MACA Corporate Affairs policy staff to coordinate the preparation of briefing materials and other documents for session related to disaster assistance and recovery.
 - Assess the social and political environment at the community, departmental and GNWT-wide levels relative to existing and emerging issues that the Minister needs to or should be made aware of related to disaster assistance and recovery.
 - Research applicable program, policy and legislative implications associated with relevant issues.
 - Support the development of information items, decision or discussion papers for Executive Council or submissions for FMB, leading research, analysis, or environmental scans as appropriate.
 - Draft responses to correspondence requiring a formal response from the Minister as assigned by the Director of Emergency Management or other MACA staff.
- 4. Respond to major emergency events and incidents when required as part of the Incident Management Team or Recovery Management Team by coordinating and delivering emergency response and recovery programming.**
- Advise on program, policy and legislative implications of financial assistance and recovery decisions and activities.
 - During an emergency response, assume a leadership role on the territorial Incident Management Team (e.g. Recovery Unit Leader).
 - As required, maintain emergency event files of emergency response and recovery decisions, activities and expenditures in support of post-event and recovery activities and claims.
 - Support the After-Action Review process and recommend improvements to all components of disaster assistance and recovery plans and programs.



- Act as Territorial Emergency Management Duty Officer when required on a rotational basis.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands

Sensory Demands

Enhanced situational awareness and continuous monitoring under emergency response conditions.

Mental Demands

The incumbent is subject to urgent deadlines and changing and competing priorities.

The incumbent may be required to be on a standby rotation throughout high-risk periods (April to September) and must be available to respond to emergency management issues and recovery activities during periods of increased risk to communities.

Emergency response and recovery situations may require the incumbent to work extended hours in a crisis management role and may expose him/her to emotionally charged situations involving citizens that have experienced, or are experiencing, traumatic events or substantial loss.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of emergency management principles, legislation, plans, programs and policies.
- Knowledge of legal and legislative principles and practice.
- Knowledge of the government legislative processes and mechanisms.
- Knowledge of policy and program development and analysis.
- Knowledge of northern local government and regional concerns and conditions.
- Knowledge of computer software including word processing, database, presentation and electronic mail and communications programs.
- Interpersonal and communication skills.
- Written, oral and electronic communication skills.
- Strategic thinking skills and judgment, as well as a demonstrated ability to research, critically analyze and synthesize multiple concepts and priorities.
- Research skills and an ability to exercise sound, professional judgment.

- Ability to acquire and utilize knowledge of the Incident Command System.
- Ability to read and interpret legislation and policy.
- Ability to work effectively with a wide range of stakeholders including residents, businesses, non-government organizations, community governments, Indigenous governments, department officials, federal and other organizations.
- Ability to work on a number of concurrent priorities and meet deadlines.
- Ability to deal with others respectfully and tactfully.
- Ability to handle highly confidential and privileged material in a discreet and professional manner.
- Ability to initiate work, to work independently or in teams and to complete projects within established timeframes.
- Ability to distinguish between legal, policy and political issues.
- Ability to coordinate, organize, prioritize and work under pressure and with deadlines.
- 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:

Undergraduate degree in a related field such as but not limited to public administration and 2 years of relevant experience.

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