



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Advisor, Forum of Labour Market Ministers (FLMM) Secretariat (2)	
Position Number	Community	Division/Region
71-NEW	Yellowknife	FLMM Secretariat

## PURPOSE OF THE POSITION

The Advisor is responsible for providing strategic policy advice and analysis on issues that support the policy direction, major initiatives and meetings of Ministers, Deputy Ministers and other senior officials in the coordination, facilitation and implementation of the activities of the Forum of Labour Market Ministers (FLMM) Secretariat to achieve its mandate.

## SCOPE

Located in Yellowknife and reporting to the Director, FLMM Secretariat, the Advisor provides analysis, advice and recommendations to the Director, as well as counterparts across Canada in order to facilitate, the implementation and accountability of priorities set by Ministers, Deputy Ministers (DMs) and Senior Officials.

The Advisor serves 14 jurisdictions. As the Secretariat of a federal-provincial-territorial (FPT) body, the incumbent is required to have significant intergovernmental experience including a sound understanding of economic, labour market and political conditions and considerations of all jurisdictions in order to provide strategic advice to the Director in the administration and coordination of the Secretariat, build and maintain effective intergovernmental relationships in sometime challenging circumstances and quickly and effectively prepare common briefing materials that meet the strategic interests of all provinces and territories.

The Advisor supports the development and implementation of policy direction and initiatives to advance Pan-Canadian labour market interests set by the FLMM. The incumbent also provides strategic advice and support to senior management and the Ministers in the presentation of PT interests to the federal government and advances PT and FPT labour market initiatives and priorities set by senior officials, DMs and Ministers. This requires

regular, direct engagement with officials in other provinces and territories and may require engagement with other intergovernmental fora.

The Advisor works regularly with a network of internal and external contacts, including ECE, inter-departmental, as well as other FPT governments. The Advisor also promotes opportunities to achieve greater efficiency of resources, builds on the expertise of others, increases mobility and minimizes unnecessary repetition and duplication of effort. The position is required and expected to contribute to FPT working groups, engage experts, and secure support from various departments, agencies and governments. This position will provide leadership and strategic direction to the Secretariat, in fulfilling the mandate and strategic direction of the FLMM.

The FLMM Secretariat plays an active role in monitoring, advising, and participating with senior management in discussions of intergovernmental relations issues and opportunities that impact FPT governments across Canada. The effective and coordinated representation of PT positions is required to support the effective administration of the FLMM.

The Advisor must carry out these responsibilities in a very dynamic and fast-based environment, requiring the incumbent to have a comprehensive understanding the various interests held by FPT governments.

The incumbent is responsible for administering an online information portal and document repository. The FLMM Secretariat uses an electronic information management portal to coordinate meetings, store and disseminate key governance and briefing materials, and to correspond among FPT governments.

The incumbent will provide support for the financial administration and management of the Secretariat and its working groups. This includes the administration of the financial contributions of the federal government and all provinces and territories which support the operation of the FLMM, the FLMM Secretariat and its working groups.

## **RESPONSIBILITIES**

### **1. Supports the development and implementation of policy direction and initiatives to advance Pan-Canadian labour market interests set by the FLMM**

- Develops policy initiatives in consultation with FPT senior government officials with direction from the Director, FLMM Secretariat to advance Pan-Canadian labour market interests set by the FLMM.
- Develops options to implement new, changing and emerging labour market initiatives for the FLMM
- Supports the development and research of strategy initiatives and documents that may impact Provinces and Territories when delivering labour market programs and services.

- Maintains proactive monitoring and assessment of program outcomes related to the FLMM and provides analysis and advice to the Department and senior leadership regarding issues related to FLMM.
  - Participates as a member on a variety of FPT working groups and ensures that the working groups' priorities and objectives are being adhered to and reported on, in a timely manner.
- 2. Provides strategic advice to the Director, FLMM Secretariat and labour market representatives at the senior official, Assistant Deputy Minister and Deputy Minister levels in 14 jurisdictions**
- Provides support to FLMM Senior Officials and FPT working groups focusing on developing and implementing collaborative workforce initiatives across the country
  - Participates in all Senior Official, Deputy Minister and Ministerial teleconferences, videoconferences and meetings of the FLMM.
  - Develops and maintains strategic relationships to increase national cooperation among counterparts in a variety of government departments across all PTs.
  - Analyses complex issues and trends related to labour market changes and their impacts on Pan-Canadian labour market issues.
- 3. Coordinates the operations of the FLMM Secretariat and working groups**
- Coordinates agenda and decision-making processes for meetings of FPT FLMM officials, reflective of priorities set by Ministers and consistent with the FLMM Secretariat's mandate, priorities and work plan;
  - Develops options to align the FLMM governance and working group structure to align with new and changing priorities and initiates undertaken by the Forum;
  - Develops, designs, writes, reviews and disseminates FLMM Secretariat materials (both internal, external and in both official languages) ensuring accuracy, appropriateness and readability, and within very challenging and short timelines.
  - Coordinates preparation all major Senior Official, Deputy Minister and Ministerial meetings, including preparation of all common briefing material and all logistics.
- 4. Manages and administers the FLMM's information technology processes and web-based platform**
- Manage the establishment and use of FLMM videoconference, simultaneous interpretation and conference call platforms
  - Troubleshoot issues and problems with video and teleconference platforms and processes
  - Manage and administer the FLMM web-based networking, document dissemination and information-sharing platform at [flmm.member365.com](http://flmm.member365.com), including uploading documents, coordinating information and maintaining the overall functioning of the platform.
  - Troubleshoot issues and problems with FLMM web-based platforms

**5. Supports the day-to-day financial operations and administration of the Secretariat and its working groups**

- Support the development and maintenance of internal financial processes and systems for ongoing monitoring and management of the FLMM Secretariat and FLMM working group budgets. This includes making use of and applying tools and reports available as part of SAM and other automated programs and applications;
- Assist in monitoring financial operations to ensure finances are managed according to budgets and generally accepted accounting principles;
- Support the establishment, coordination and management of annual budget processes for the FLMM Secretariat and its working groups, as well as contracts with multiple external service providers providing services and support to the FLMM Secretariat and its working groups
- Assist in preparing briefing material, financial analysis, and other support documentation. This includes financial briefing material for FLMM Ministers and senior officials
- Assist in identifying potential problems including anticipated shortfalls or significant lapses and other concerns and recommend corrective action as required.

**6. Performs other duties as assigned by the Director, FLMM Secretariat.**

**WORKING CONDITIONS**

**Physical Demands**

As the Advisor serves all jurisdictions, the incumbent is required to work overtime. This includes being available, when required, outside of normal business hours given the time zones of the client jurisdictions.

The incumbent works at a desk and is required to sit for long periods of time with frequent opportunity to move about as needed.

**Environmental Conditions**

The incumbent is required to travel up to 1 week at a time and four times per year. While traveling, the incumbent works in uncomfortable settings and often is required to work overtime, including weekends.

**Sensory Demands**

The incumbent is required to participate in and contribute to intergovernmental discussions involving senior officials, Assistant Deputy Ministers and Deputy Ministers while taking detailed notes and records of discussions to inform FLMM positions and materials.

**Mental Demands**

Ministerial meetings/conferences are generally high stress situations during which the incumbent must maintain a high level of professionalism and requires intense concentration.

Competing demands around deadlines can lead to mental stress. There are certain maximum statutory time frames that dictate the overall schedule in which the incumbent must complete tasks.

The incumbent deals with Ministers and senior staff who may have divergent perspectives and demands. The incumbent is seen as the expert and resolutions are required.

A high level of concentration and attention is essential. Work must be of the utmost level of accuracy. The scope of work can involve politically sensitive issues and tight deadlines with a high degree of intensity.

These conditions can lead to mental and emotional fatigue and stress. Decisions often have long-range effects. The position encounters competing demands around deadlines.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Broad knowledge about the national, provincial/territorial and domestic political environments and other governments' positions and policies and be capable of assessing possible implications.
- Broad knowledge about the complex system of governance in the NWT and the NWT's economic, social, cultural environment.
- Ability to apply knowledge in a rapidly changing and challenging environment.
- Ability to be creative, focused on offering solutions and work well in a team environment.
- Ability to analyze, evaluate and interpret a wide range of information and apply it within the unique sociopolitical environment in the NWT.
- High proficiency in project management and an ability to manage large and small projects from pre-planning to implementation and evaluation.
- Must have strong strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Must be able to work in highly stressful situations.
- Ability to work with a wide range of computer applications including word processing, spreadsheet and presentation software.
- Ability to work to deadlines and respond effectively to frequently changing deadlines.
- Ability to build and maintain a good working relationship with colleagues throughout the GNWT, and with partners of other governments and organizations.
- Ability to effectively represent the Department and its position accurately and professionally.
- Ability to effectively lead and motivate people from different jurisdictions adhering to different mandates.
- Ability to create a positive team environment to ensure that the best possible advice is provided to Federal, Provincial and Territorial meetings.
- Knowledge of financial and budget management techniques and an ability to manage the division's budget.

- Knowledge of broad constitutional and legislative matters, particularly those applicable to the FLMM Secretariat.
- Strong communication skills, with strong negotiation and diplomatic skills, in order to calmly and assertively express and defend views.
- Strong interpersonal skills.
- Strong strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Strong computer skills including the ability to work with a wide range of computer applications including word processing, spreadsheet and presentation preparation.
- Ability to work within tight deadlines, manage projects independently and respond effectively to changing priorities.
- Proficient in Microsoft office products (Excel, word, PowerPoint, etc.) as well, as having general knowledge on electronic information management processes and systems.

**Typically, the above qualifications would be attained by:**

- An undergraduate degree in the social sciences, humanities, education, economics or related field;
- Three (3) years' experience working in policy, research, labour market, economic development and/or intergovernmental affairs; and
- One (1) year of experience working with IT and/or web based solutions

**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

**CERTIFICATION**

**Title:** Advisor, FLMM Secretariat (2)

**Position Number:** 71-NEW

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
 Rita Mueller, Deputy Minister, ECE	December 04, 2020
Deputy Head/Delegate Signature	Date
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

**The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.**