



As the WSCC is an agency shared between two distinct territories, the incumbent's scope and responsibility include providing research and other services for both jurisdictions, according to two distinct legislative processes, timetables, priorities and demographics.

The WSCC is committed to an environment free of racism and discrimination, where people feel safe when receiving services. This can be achieved by respectful engagement that acknowledges the importance of cultural differences and values Cultural Safety.

The Manager, reports directly to the Vice President, Legal and Compliance and is an integral part of the WSCC Leadership Team that supports the organization's strategic direction. The primary responsibilities of this position are: to establish and maintain the comprehensive policy review process, including development and revision of all WSCC policies, administrative policies and Governance Council directives; to maintain the comprehensive procedure development plan; to oversee the development of Codes of Practice; and, to coordinate legislative review and amendments The Manager also manages and responds to requests made under the *Access to Information and Protection of Privacy Acts*. This requires diplomacy, tact and discretion. The incumbent is the point of contact for ATIPP requests/inquiries and will research, investigate and report on the findings of these requests to the Vice-President Legal and Compliance, along with any recommendations. The Manager reports directly to the Vice-President Legal and Compliance.

Teamwork and cross-divisional collaboration are essential to the organization's success. The Manager is responsible to develop and nurture trusting relationships with colleagues and to share information with other areas of the organization to help make collaborative decisions that support the WSCC's goals and objectives.

The incumbent regularly networks with counterparts of provincial and territorial Workers' Compensation boards and Association of Workers' Compensation Boards of Canada (AWCBC) to keep abreast of new trends and developments as they relate to the WSCC's strategies and best practices.

The Manager manages a team of five permanent employees and a budget of approximately \$550,000. The incumbent also has spending authority of \$20,000.

## **DIMENSIONS**

Five permanent employees report directly to this position:

- Policy Analyst (2)
- Procedures Analyst (1)
- Occupational Health and Safety Specialist (1)
- Legislative Analyst (1)
- Communications and Policy Officer (IQ)(0.5)

## **RESPONSIBILITIES**

### **1. Manages the development, approval and implementation of the Comprehensive Policy Review Plan (CPRP), Administrative Policy Review Plan (APRP) and Stakeholder engagement process.**

- Develops the WSCC's five-year CPRP and APRP, which includes the review, development and revision of policies, administrative policies, Governance Council directives, and other policy instruments and documents.
- Leads the policy development process and ensures policy options are consistent with legislation, the WSCC's Vision, Mission and Values, and takes into consideration stakeholder needs and relevant risks, including administrative, legal, financial and political risks.
- Directs the Stakeholder engagement process for policy development ensuring the process provides maximum opportunities for internal and external participants to provide input.
- Manages the policy approval process and prepares submissions for the Governance council and/or Senior Management Team, ensuring drafts are accurate, complete, clear, acceptable to user divisions and practical to administer.
- Evaluates the effectiveness of policies and recommends alternatives to revisions as required.

### **2. Participates in interjurisdictional policy activities and provides WSCC's position and perspective on policies and programs to internal and external stakeholders.**

- Consults with research institutes, workers' compensation agencies, and other private and public sector organizations regarding their policies and industry best practices.
- Provides internal and external stakeholders with interpretation and clarification on workers' compensation policies and programs.
- Represents the WSCC on national policy committees and shares technical policy expertise with others in the Canadian workers' compensation community.
- Ensures that AWCBC interjurisdictional information requests are responded to by appropriate people within the WSCC.
- Manages the research and analysis of emerging issues and policy throughout Canada and provides recommendations to the Governance council and Senior Management for their consideration.

### **3. Manages the development and review of Codes of Practice under the Safety Acts and Occupational Health and Safety Regulations, at the direction of the Chief Safety Officer:**

- Provides oversight of the development of new Codes of Practice based on priorities identified by the Chief Safety Officer.
- Manages the review of existing Codes of Practice through adherence to the five-year Comprehensive Code of Practice Review Plan.
- Coordinates the development of supporting materials used by Prevention Service to support new legislation and Codes of Practice.

- Oversees the Occupational Health and Safety working group in order to ensure it is appropriately governed and facilitated.
  - Supports the communication and roll-out of new and revised Codes of Practice to stakeholders.
- 4. Manages the development of procedural documentation to support the standardization of work, training for service delivery, continuous business improvement and system controls.**
- Manages the Procedures Review Framework, which includes the methodology and process for procedure reviews, documentation and evaluation.
  - Ensures operational and program procedures are in place to promote the understanding of, and to provide guidance to the interpretation and practical application of policy and legislation; to support the standardization of work; training for service delivery; continuous business improvement; and system controls.
  - Manages systems for the monitoring and evaluation of the effectiveness of and compliance to procedures.
- 5. Manages the review and development of legislation and regulations for the WSCC.**
- Provides expert advice relating to related to legislative development processes
  - Leads and maintains the Legislative and Regulatory Review Plan, bringing recommendations and analysis to the Senior Management Team and Governance Council. Manages the legislative and regulatory development processes.
  - Manages the development of a wide range of documents for the President, Senior Management Team and Governance Council (e.g., research papers, needs assessments, decision papers, discussion papers, option papers, information items and briefing notes).
  - Manages internal and external stakeholder engagement related to legislative and regulatory development.
- 6. Provides overall management of staff and resources for the Policy and Legislative Review unit.**
- Provides overall human resource management including staffing, recruitment, job description, assigning and supervising activities, and disciplining of staff reporting to the position.
  - Coaches and supports the unit team.
  - Manages the financial resources of the unit, including completing budgetary submissions, monitoring activities and variance management.
  - Manages external contracts as required.
  - Ensures the health and safety of all employees reporting directly to the position by ensuring compliance with the WSCC Safety Program.
  - Coordinates, directs and supervises the day-to-day performance of all employees reporting directly to the position.
  - Approves, reports and monitors Leave and attendance.
  - Initiates and completes staffing actions for position vacancies.
  - Reviews and amends job descriptions as required.

- Monitors performance in accordance with the WSCC's performance development measures, and contributes toward yearly performance assessments.
- Development and implementation of the unit performance measures.
- Provides appropriate mentoring, policy training and identifies appropriate training and development for staff and to ensure consistency in service excellence.
- Effectively communicates important issues brought forward by Senior Management and/or the Managers Team.
- Leads unit meetings.
- Development and implementation of the unit work plan and managing the completion of projects.
- Periodically reviews unit administrative procedures to ensure they are current and implementation is consistent.
- Complies with, and enforces the WSCC Safety Program to ensure employee health and safety.
- As a member of the Leadership Team participates in and/or leads special projects as required by other Managers and Senior Managers.

#### **7. Manages the administration of the Access to Information and Protection of Privacy Acts (ATIPP Acts)**

- Provides policy advice and support to WSCC staff about meeting obligations under the ATIPP Acts.
- Manages the WSCC's participation in reviews with the NWT and Nunavut Information and Privacy Commissioners.
- Analyzes and evaluates the implications and advisability of possible options for access to information requests; recommending a course of action.
- Analyzes and evaluate the sensitivity of ATIPP requests, alerting appropriate leadership and working with them to develop and implement appropriate response strategies.
- Monitors the administration of the ATIPP Acts, such as through tracking of requests, statistical reporting and ensuring adherence to legislative requirements, including the handling of appeals and reviews.
- Supervises and/or mentor WSCC staff concerning the implementation of WSCC privacy protections for personal information.
- Oversees the evaluation of Privacy Impact Assessments for new program development and revision.

#### **WORKING CONDITIONS**

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

- **Physical Demands**  
No unusual demands
- **Environmental Conditions**

No unusual demands

- **Sensory Demands**

No unusual demands

- **Mental Demands**

The incumbent is often faced with tight deadlines and large workloads. Managing a unit with four operational priorities means there are many competing priorities and demands for the incumbent to manage. Prolonged periods of concentration can be physically and mentally exhausting. The potential of providing inappropriate or inaccurate recommendations to the Governance Council, Senior Managers or other decision makers can cause stress.

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

- Ability to make sound recommendations and management decisions.
- Demonstrated aptitude for management of a team.
- Excellent organizational, planning, and leadership skills.
- Knowledge of legislative and policy development processes.
- Knowledge of workers' compensation legislation and policy.
- Demonstrated ability to interpret and apply legislation, policies, and procedures.
- Superior analytical and research skills.
- Knowledge of consultation and facilitation processes.
- Knowledge of strategic planning and evaluation techniques.
- Knowledge of data analysis and research methodology.
- Strong time management skills and the ability to assess and constantly evaluate priorities.
- Superior oral and written communication skills.
- Excellent interpersonal skills including objective and active listening skills, and the ability to maintain confidentiality, political sensitivity, tact and diplomacy.
- Knowledge of fundamental accounting principles and budget management.
- Knowledge of computer software including common application such as Word, Excel, Outlooks and PowerPoint.

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

A Bachelor's Degree in a related discipline combined with a minimum of five years of progressive experience in a combination of policy and program development, and legislative development. A minimum of three years of management/supervisory experience is required. Related education includes, but is not limited to, political science, public administration, economics, and business administration.

Experience with workers' compensation and privacy is an asset.

**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

**Aboriginal language:** To choose a language, click here.

- Required
- Preferred

**CERTIFICATION**

**Title:** Manager, Policy and Legislative Review

**Position Number(s):** 97-9815

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p> <p>_____ President &amp; CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<p>_____ Date</p> <p>_____ Date</p>
<p><b>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.</b></p>	

Reviewed by HR: \_\_\_\_\_