



IDENTIFICATION

Department	Position Title	
Workers' Safety and Compensation Commission	Policy Analyst	
Position Number(s)	Community(s)	Division/Region(s)
97-9959	Yellowknife/IQ	Executive Services

PURPOSE OF THE POSITION

The Policy Analyst provides advice, informed analysis and support to the Workers' Safety and Compensation Commission, its President, Senior Management Team and Governance Council on a broad range of program and policy issues under the Northwest Territories and Nunavut *Workers' Compensation Acts, Safety Acts, Mine Health and Safety Acts, Explosive Use Acts, and Access to Information and Protection of Privacy Acts*, in support of the WSCC's Vision, Mission and Values.

SCOPE

The Workers' Safety and Compensation Commission (WSCC) is a Crown Corporation of the Governments of the Northwest Territories and Nunavut, directed by a Governance Council through the President & CEO. The WSCC operates from headquarters in Yellowknife, and regional operations in Iqaluit and Inuvik.

The WSCC promotes safe work places through education and prevention, and cares for injured workers through a system of no-fault compensation. The *Workers' Compensation Acts* of the Northwest Territories and Nunavut govern the system, funded through the collection of assessments from employers.

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.

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

This position is located in Yellowknife or Iqaluit, and reports to the Manager, Policy, Planning and Corporate Reporting / Access to Information and Protection of Privacy (ATIPP)

Coordinator. The Policy Analyst position is within the Policy, Planning and Corporate Reporting unit of the Executive Services Division. As a WSCC resource for policy and program development, this position provides a central service to all WSCC Divisions and requires liaison with internal and external subject matter experts, general counsel and the WSCC Senior Management Team.

The Policy Analyst plays a key role in the research and development of a variety of policy and program instruments in support of WSCC policy and program development and decision-making by the Executive Committee, Senior Management Team and Governance Council. Decision-making instruments include option papers, discussion papers, decision papers, information items, briefing notes, policies and procedures. The incumbent conducts analytical and qualitative research on national and territorial issues related to workers' compensation and access to information and protection of privacy.

The incumbent works towards favourable outcomes for the WSCC on assigned projects, achieving a fair and reasonable balance between ideal solutions and those that are administratively feasible where competing interests exist. Negative outcomes could affect operations and public confidence in the organization, Governance Council, President, Senior Management Team, and employees.

RESPONSIBILITIES

1. Provides technical advice for implementation of Comprehensive Policy Review Plan (CPRP), Administrative Policy Review Plan (APRP) and stakeholder engagement:

- Implements the CPRP and APRP by evaluating policies and preparing recommendations for the Governance Council, President and Senior Management Team. This includes analysis of financial and legal implications, impact on internal and external stakeholders and Governance council consultation and implementation issues.
- Consults with research institutes, workers' compensation agencies, and other private and public sector organizations regarding industry best practices.
- Provides policy analysis, advice and information to organizational decision makers on a variety of issues related to workers' compensation and access to information and protection of privacy.
- Drafts policies and operational procedures consistent with workers' compensation and safety legislation, and the organizations Vision, Mission and Values
- Prepares a wide range of documents for the President, Senior Management Team and Governance council (e.g., research papers, new and revised policies, operational and divisional procedures, decision, discussion, option papers, information items and briefing notes).
- Develops support materials and presentations to ensure program area activities adhere to the organization's strategic direction. Seeks appropriate interdivisional input when developing program and policy options.
- Coordinates and contributes to policy rollout sessions to WSCC employees on new or revised policies.

- Presents information to decision makers by analyzing and summarizing key issues, specifying benefits and drawbacks, and supporting analysis and recommendations with valid arguments.
- Assesses relevant trends and issues and recommends appropriate organizational actions.
- Leads cross-unit and cross-divisional policy working groups.
- Participates in, and provides research for, legislative and regulatory reviews.

2. Provides advice on and participates in the policy consultation and engagement process

- Coordinates and prepares information packages for consultation and engagement sessions with internal and external clients and stakeholders.
- Facilitates consultation sessions and offers technical advice, information, and opinions.
- Analyses and summarizes information from consultation participants; incorporates input, opinions, and information into policies when appropriate.
- Receives information from, and follows-up with, consultation participants to outline their input in the policy development process.
- Drafts reports to debrief stakeholder engagement or research issues for the Vice President, Executive Services, Senior Management Team, President and/or Governance Council.

3. Supports the Access to Information and Protection of Privacy Coordinator with policy advice to WSCC staff about meeting obligations under the *Access to Information and Protection of Privacy Acts (ATIPP)*.

Access to information duties:

- In the absence of the ATIPP Coordinator, exercise independent discretion in negotiating with the requestor (including media applicants) on the legal, financial and administrative issues related to the request.
- Work with program area staff to identify and determine the location of the requested records and arrange for the retrieval of the records.

Privacy duties

- Monitor and review the WSCC's practices in relation to the collection, use, disclosure, retention and disposal of personal information to ensure compliance with the *Acts*.
- Develop the WSCC's policies related to the protection of privacy, security and access of personal information held by the WSCC and develop strategies to implement the policies.
- Research and implement privacy protection tools within the WSCC, such as privacy impact assessments, privacy audits and privacy breach reporting protocols.

4. Other related duties, as required

- Research initiatives, projects or duties, as required
- other administrative duties as required

WORKING CONDITIONS

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 with competing priorities and demands. 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

- Experience working with legislative and policy processes.
- Technical knowledge of policy development and application.
- Strong knowledge of research and planning processes.
- Ability to facilitate stakeholder engagement processes.
- Excellent oral and written communication skills.
- Well-developed organizational, planning, and time management skills.
- Works effectively in a team environment with changing priorities and demands.
- Demonstrates objective and active listening skills, including the ability to respond in a tactful, helpful, and responsive manner.
- Ability to produce policy documents (e.g. decision papers, options papers, briefing notes and information items).
- Excellent attention to detail.
- Strong analytical skills.
- Ability to stay current with emerging issues and developments in relevant areas.
- Strong interpersonal skills.
- Project management skills.
- Ability to make sound recommendations and decisions.
- Ability to conceptualize, research, and analyze complex and variable issues, policies, and programs; present results in clear, understandable format; and recommend appropriate action.
- Ability to work with minimum supervision.
- Ability to use a variety of computer applications including word processing, spread sheets, and presentation software.

Typically, the above qualifications would be attained by:

A Bachelor's Degree in a related field combined with three years of progressive experience in policy and program development. Related education includes, but is not limited to, political science, public administration, economics, and business administration.

Experience with workers' compensation legislation or policy and/or privacy issues 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: Policy Analyst

Position Number(s): 97-9959

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

Reviewed by Human Resources: _____