

IDENTIFICATION

Department	Position Title	
Workers' Safety and Compensation Commission	Senior Policy Analyst	
Position Number(s)	Community(s)	Division/Region(s)
97-9976	Yellowknife	Legal and Compliance

PURPOSE OF THE POSITION

The Senior Policy Analyst is responsible for providing strategic policy advice and analysis on a wide variety of Policy and program matters to the Workers' Safety and Compensation Commission (WSCC), its President, Senior Management Team and the Governance Council. The Senior Policy Analyst leads priority setting, management and review of WSCC policies, directives, briefing notes and decision-making documents. Working under the legislative framework of the *Workers' Compensation Acts, Safety Acts, Mine Health and Safety Acts, Explosive Use Acts, and Access to Information and Protection of Privacy Acts*, the incumbent is required to develop and contribute to a wide variety of complex documents for Senior Management and the Governance Council to support decisions that impacts the breadth of WSCC stakeholders. The incumbent also sits on the interjurisdictional panel of Workers' Compensation Board policy professionals across Canada to contribute to, monitor, and act on emerging issues that impact workers' compensation and occupational health & safety legislation and policy.

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 and reports to the Manager, Policy and Legislative Review / Access to Information and Protection of Privacy (ATIPP) Coordinator. The Senior Policy Analyst position is within the Policy and Legislative Review unit of the Legal and Compliance 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 issues and concepts that the Senior Policy Analyst must understand and analyze are diverse, complex, and highly abstract. The operating environment is high-pressure and subject to change, and may be impacted by political considerations and environmental factors. This requires the incumbent to have capacity for expert analysis and advice, cumulating in innovative and creative solutions to new and emerging challenges and opportunities that will impact that operations of the other divisions and units.

The Senior Policy Analyst plays a key role in priority setting and 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 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. Identify priorities for the strategic development of the Comprehensive Policy Review Plan (CPRP), Administrative Policy Review Plan (APRP):

- Advises senior management on the priorities for the CPRP and APRP and ensure they align with the WSCC's Vision, Mission and Values, and takes into consideration emerging issues and stakeholder needs and relevant risks, including administrative, legal, financial and political risks.
- Advises senior management on the development of new, and revisions to current policies, administrative policies, Governance Council directives, and other policy instruments and documents for the effective administration of, and compliance with, the legislative authorities that governs the WSCC.
- Participate in the review and development of WSCC strategic priorities with a system level lens of the intricacies and operational links between divisions and units for the

purpose developing and implementing a CPRP and APRP that that aligns with the organization's priorities and needs.

- Monitor current developments in workers' compensation and occupational health safety in other jurisdictions across Canada and keep abreast of any and all issues that may affect workers compensation and occupational health and safety policies in the Northwest Territories and Nunavut.
- Monitor political, social, economic, cultural and legislative developments which may affect workers' compensation and occupational health and safety policies in the Northwest Territories and Nunavut.

2. Lead the implementation of Comprehensive Policy Review Plan (CPRP), Administrative Policy Review Plan (APRP) and stakeholder engagement process:

- Leads 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.
- 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, political 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.
- Provides analysis, advice and information on a variety of issues related to administrative policy development and interpretation.
- Drafts policies and administrative policies 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 delivers policy rollout sessions to WSCC employees on new or revised policies and administrative 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 in order to identify policy issues and provide input into policy development.

- Provide expert advice on the implementation of new programs, policy, legislation and/or regulations.
 - Participates in, and provides research for, legislative and regulatory reviews.
- 3. Leads and provides expert advice on the policy consultation and engagement process:**
- Provide expert advice to continuously improve and optimize the consultation and engagement process using best practices that meets internal and external clients and stakeholder needs.
 - Leads the coordination and preparation of 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.
- 4. Participates in interjurisdictional policy activities and provides WSCC's position and perspective on policies and programs to internal and external stakeholders:**
- Conducts consultation 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.
 - Succinctly answers AWCBC interjurisdictional policy related information requests by collecting, analyzing and synthesizing WSCC practices for benefit of information sharing with other Workers' Compensation boards.
 - Conducts research and analysis of emerging issues and policy throughout Canada and provides recommendations to the Governance Council and Senior Management for their consideration.
 - Along with the Manager, Policy & Legislative Review, represent the WSCC on national policy committees and shares technical policy expertise with others in the Canadian workers' compensation community.
- 5. Executes evaluation and performance measurement of implemented policies to ensure increased accountability and compliance across WSCC programs and services:**
- Develops, implements, and reports on evaluation and performance strategies for policies and impacted programs using both qualitative and quantitative methods.
 - Conducts comprehensive evaluations of policies and impacted program to assess their effectiveness and compliance.
 - Recommend data collection tools to support policy evaluation needs.

- Conducts ongoing data collection and reporting of performance indicators, as required.
- Provides strategic advice and recommendations from policy evaluation results to Senior Management in support of high-level decision making.

6. 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 and Privacy Officer, exercise independent discretion in negotiating with the requestor (including media applicants) while assessing 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.
- Provides support in preparing requested records for disclosure, consistent with the Access to Information and Protection of Privacy Acts.

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 privacy audits and privacy breach reporting protocols.
- Support the privacy impact assessment process, including assisting in the completion of privacy impact assessments and evaluating completed privacy impact assessments.

7. 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).
- Technical knowledge of evaluation frameworks for policy
- 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 five 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