

Entrusted with supplying safe, reliable and efficient energy to the citizens of Nunavut, through both traditional and alternative sources, **Qulliq Energy Corporation (QEC)** offers many opportunities for those seeking to convert their skills and expertise into professional success. Sounds like you? Join our team. Wide-open spaces, rewarding work in a variety of settings, and the chance to contribute to the well-being of all Nunavummiut will bring new energy to your career – now and in the future.

# MANAGER, POLICY AND PLANNING

IQALUIT, NU - Ref. No. QEC-18-028

A savvy, tactful communicator will welcome this opportunity to play a key role in achieving corporate and departmental goals by keeping current with energy sector, utility and related issues and trends, providing sound research and analysis, and skillfully integrating and disseminating results for decision-making.

Reporting to the Director of Corporate Affairs, you will oversee the development, coordination and management of QEC's strategic planning, policies and procedures – from researching Nunavut public policy related to territorial energy requirements, public opinion tracking and engagement, corporate ethical issues, and corporate governance policies, to evaluating and revising existing policies and programs. You will also administer the *Access to Information and Protection of Privacy Act*, and make analytically sound recommendations, aligned with research and political priorities, on creating or amending QEC legislation.

A recognized relationship builder, you will work closely with the Policy Analyst and colleagues to ensure the timely, accurate dissemination of information to and from the Minister's office, QEC Board of Directors, senior management, and external partners, and represent the Corporation in interdepartmental and cross-jurisdictional forums to promote understanding and achievement of QEC mandates, goals and objectives.

### **DUTIES AND RESPONSIBILITIES INCLUDE:**

- Assessing proposed policies, programs and projects, identifying potential political, legal, social, economic and financial impacts, determining performance indicators and recommending changes:
- Participating in corporate strategic and business planning activities, and in collaborative research projects with other organizations/partners on topics relevant to QEC;
- Analyzing research papers, studies, proposals, Legislative Assembly debates, federal agency discussion papers and correspondence to determine their corporate and fiscal effect on QEC;
- Evaluating existing policies and programs, with input from project managers and staff, to determine their consistency and effectiveness in meeting corporate and government-wide priorities;
- Recommending strategies to ensure consistency and compliance with corporate/government-wide policies, directive and guidelines, including Access to Information and Official Languages;
- Preparing and editing requests for decisions, option and discussion papers, information items and other official submissions, intended for senior management, the Board of Directors, Executive Council and Financial Management Board, the Corporate Plan, research reports and special correspondence;
- Monitoring and critiquing political, social, economic and demographic developments affecting the energy sector, identifying potential impact and contentious issues, and recommending responses; and
- Through coaching, mentoring, staff development and performance management, developing a resultsoriented, skilled team committed to the delivery of quality, timely service to QEC and its customers.

#### REQUIRED QUALIFICATIONS INCLUDE:

- Bachelor's degree in Political Science, Public Administration, Communications, Economics or a related discipline;
- Three (3) years of experience in program delivery, public relations, or policy development and analysis, preferably in the public service, including one (1) year of staff development and supervision;
- Expert knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programs and legislation, strategic planning processes and evaluation frameworks;
- Knowledge of government processes, including policy development, financial planning and performance management;



- Familiarity with acts, policies and legislation governing the operations of political bodies;
- Ability to deliver presentations with tact, clarity and accuracy to widely varied audiences, and synthesize multiple ideas and complex information into coherent reports and briefing notes.

## **ASSETS:**

- Knowledge of the Nunavut culture, language and land;
- Ability to speak Inuktitut, Inuinnagtun, and/or French;
- Courses in Regulatory/Project Management, and Leadership; and
- Experience in the energy or utility sector.

We offer a competitive salary range of \$96,759 to \$122,421 per annum and a comprehensive benefits package, including a Northern Living Allowance of \$15,016 per annum. This position is not included in the Nunavut Employees Union. Subsidized staff housing is available.

## Preference will be given to Nunavut Inuit.

Apply in writing, by June 22, 2018, to: hr@qec.nu.ca

or by mail to: Human Resources, Qulliq Energy Corporation, P.O. Box 420, Baker Lake, NU X0C 0A0.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

qec.nu.ca