



POLICY ANALYST

An experienced Policy Analyst who is recognized as a skilled communicator will see in this role an exciting opportunity to work collaboratively and provide analytically sound policy information, insight and options that will inform the decision-making process and facilitate legislative compliance.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Analysing legislative and policy requirements, and utility policy and strategy from other jurisdictions;
- Assisting in drafting policy documents, e.g. info items, option papers, decision papers, briefing notes;
- Providing departmental staff with information regarding pertinent legislation and policies;
- Participating in intra/interdepartmental working groups and other committees, as needed;
- Monitoring, and reporting on, the political, legal, social, economic and legislative developments affecting utility legislation, policies and practices;
- Reviewing and analysing pertinent documents such as research reports and studies from other departments, jurisdictions, agencies, boards and other organizations;
- Reviewing Requests for Decisions as well as Financial Management Board and Cabinet submissions;
- Conducting cross-sectoral analysis, environmental scans, risk analysis and needs assessments, identifying trends and keeping informed of environmental, technological, social and political developments as they relate to corporate policy priorities and development of new policy initiatives;
- Researching information from various sources and identifying priority issues and emerging needs to inform corporate responses;
- Monitoring broadcast proceedings of the Legislative Assembly, reviewing the Nunavut Hansard, and drafting formal and informal responses to questions; and
- Staying current with Access to Information and Protection of Privacy (ATIPP) legislation and regulations, so as to effectively analyse, and respond to Access to Information requests.

- Bachelor's degree in Political Science, Public Administration, Communications, Economics or a related discipline;
- 2 years of experience in policy development and analysis or public administration, preferably in the public sector;
- Knowledge of policy and program development, analysis, revision, evaluation and implementation;
- Familiarity with acts, policies and legislation governing the operations of political bodies;
- Strong verbal and written communication, organizational and planning skills;
- Ability to synthesize multiple ideas and complex information into a coherent summary;
- Ability to develop and maintain collaborative relationships, and act as a resource person for other



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Qulliq Energy Corporation
Société d'énergie Qulliq
Qulliq Alruyaktuqtunik Ikumatjutiit

Department staff regarding research, communication, implementation, coordination and evaluation;

- Knowledge of MS Office (Excel, Word, PowerPoint) and project management tools or software; and
- Ability to travel to various communities within Nunavut via small/medium aircraft, as needed.

ASSETS:

- Experience in the utility sector;
- Knowledge of the Nunavut culture, language and land; and
- Ability to speak Inuktitut, Inuinnaqtun and/or French.

We offer a competitive salary ranging from \$84,649 to \$98,182 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 **July 27, 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