

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.

### **POLICY ANALYST**

IQALUIT, NU - Ref. No. QEC-18-035

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.

Reporting to the Manager, Policy and Planning, you'll provide invaluable support and assistance in the development, coordination, evaluation and revision of corporate policies, programs and initiatives, and through the research of Nunavut public policy related to territorial energy requirements, public opinion tracking and engagement, corporate ethical issues, and corporate governance policies. The timely and accurate dissemination of information to and from the Minister's office, QEC Board of Directors, Senior Management Committee, and external partners will be a central part of your role as Policy Analyst.

## **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.

### **REQUIRED QUALIFICATIONS INCLUDE:**

- 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



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, Inuinnagtun 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