



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Manager, Economic Analysis	
Position Number	Community	Division/Region
63-0372	Yellowknife	Planning, Policy, Communication and Analysis/HQ

PURPOSE OF THE POSITION

The Manager, Economic Analysis (Manager) provides expert advice and analysis and makes recommendations to senior management on matters relating to the Government of the Northwest Territories (GNWT) economic policy and analysis which directly influence government and departmental positions and policies and support recommendations to Cabinet.

SCOPE

Understanding, analyzing and forecasting the global, national and territorial economies is vital for establishing sound economic policy concerning forecasted government revenues and expenditures; responsible economic growth; and development of business and employment opportunities for people across the NWT. Providing sound economic analysis is fundamental to the development of economic policies and programs.

The Manager is located in Yellowknife and reports to the Director, Planning, Policy, Communication and Analysis. The Manager is responsible for gathering, analyzing, interpreting and publishing economic and business studies on a full range of economic activities in the Northwest Territories (NWT).

The Manager is responsible for providing research, analysis, and recommendations on the economic policies of government; monitoring economic conditions, analyzing impacts on client groups, and recommending actions or positions in response to changing conditions; collecting, surveying and assessing data on economic and business conditions; providing economic research and policy advice; assessing the economic impacts of tax, policy and

legislative changes; providing analysis and advice on business policy; and, preparing economic statements on the economy.

The Manager recommends and negotiates business-funding programs with senior levels of government. Representing the government and providing support to the Deputy Minister and Minister to facilitate their involvement with Canadian and North American economic or industry sector forums; providing technical support for the Deputy Minister and the Minister in federal- provincial territorial discussions including trade negotiations.

Within this environment, the Manager, Economic Analysis provides analysis and recommendations respecting the government's economic policy options, including the impact of taxation, spending and investment on the NWT and on the achievement of Departmental goals.

This position provides supervision of a unit whose responsibilities include providing research and analysis on matters relating to the NWT economy, modeling of economic and socio-economic outlooks.

RESPONSIBILITIES

1. Leads the development and implementation of multi-year economic strategies such as the Economic Opportunities Strategy (EOS) that directly influence GNWT economic policies and programs in a wide range of sectors:

- Conduct in-depth research and analysis on economic outlook in a range of sectors;
- Build a consensus of partners to participate in the development and implementation of strategies including governments, Indigenous governments and organizations, industry, business and non-government partners;
- Undertake broad public consultations and prepare feedback reports;
- Prepare the strategies and develop implementation plans in collaboration with government departments and stakeholders;
- Implement major initiative projects based on strategies and implementation plans;
- Liaise with other government departments on their implementation progress on the strategy;
- Prepare reports on the status of the strategy implementation;
- Publish the results of studies, analyses and forecasts in print form and for dissemination via the internet for a variety of clients;
- Lead specific research projects in support of ITI objectives and programs as opportunities arise and as directed by the Director from time to time; and,
- Represent the GNWT on intergovernmental economic development related committees.

2. Provides advice and briefing material for the Deputy Minister and Minister on the expected impact of economic and socio-economic activities and policy decisions both within and outside of the NWT to ensure policy choices of the GNWT consider economic and business impacts:

- Oversee the collection of information and data on economic and socio-economic policy and legislation;
 - Conduct in-depth analysis on economic and socio-economic information and data;
 - Prepare reports and briefing materials on policy implications of initiatives, including program and fiscal initiatives, and recommend courses of action; and,
 - Complete analysis of the expected economic impacts of such activities.
- 3. Leads global, national and territorial economic monitoring activities and modeling of economic and socio-economic outlooks in the NWT to provide accurate and up to date information used for policy and program decisions:**
- Develop and analyze econometric models, techniques and databases to model the economy and predict effects of proposed policies or projects on the economy;
 - Prepare annual economic situation and outlook reports for the overall economy and on an industry by industry basis;
 - Prepare an annual regional economic outlook for each region;
 - Utilize various tools to complete economic analysis of each region and of each industry sector (Strengths, Weakness, Opportunities and Threats);
 - Based on this analysis, recommend strategies to support regional and sector economic development and growth;
 - Make recommendations on economic policies associated with economic strategies;
 - Provide strategic analysis and advice on economic policies and strategies;
 - Conduct research and analysis of economic changes as they affect NWT wide, regional or industry activity; and,
 - Monitor the competitive climate for the NWT in relation to other jurisdictions.
- 4. Researches federal, provincial and territorial (FPT) economic and fiscal initiatives and assess their impacts on the economy of the NWT:**
- Monitor assistance programs, investment incentives, regulatory changes and best practices in other jurisdictions;
 - Analyze these initiatives for their possible impact on the NWT's competitive position; and,
 - Participate in research activities initiated by other government departments and/or the federal/provincial/territorial governments related to economic development and economic policy issues.
- 5. Represents the GNWT in intergovernmental economic and business forums, including discussions with Indigenous governments**
- Represent the government and provide support to the Deputy Minister and Minister to facilitate their involvement with various economic development forums and FPT committees;
 - Present economic development information to various senior management groups in other levels of governments and departments (e.g. the Department of Municipal and Community Affairs, the Canadian Northern Economic Development Agency, Indigenous Affairs and Northern Development Canada);
 - Present policy positions on behalf of the GNWT and further these positions whenever possible through negotiations;

- Maintain contacts with senior economic officials in the FPT governments.
- 6. Ensures consistency of forecasting activities and statistical requirements between the Department of ITI and other governments and departments so that initiatives, which impact the economy, are accounted for correctly:**
- Provide expert advice on forecasting and data requirements;
 - Communicate data requirements and new surveys with the NWT Bureau of Statistics and other departments;
 - Provide expert advice on cost-benefit, economic modeling and SWOT analysis methodology; and,
 - Work with other departments and industry to ensure realistic economic assumptions.
- 7. Manages the human and financial resources of the unit in order to meet divisional and departmental objectives:**
- Manage direct reports, contract staff, casual staff and consultants; this includes temporary positions tied directly to the implementation of specific Departmental initiatives;
 - Developing and implementing annual work plans that establish short and long term objectives;
 - Forecasting and managing the unit's budget in a fiscally responsible manner;
 - Organizing contracts, intergovernmental committees, and information resources;
 - Completing human resource functions within the unit including staffing, performance reviews and discipline; and,
 - Preparing terms of reference and statements of work to direct contractors.
- 8. Provides support to the Director and senior management in the area of reporting and preparing documents for Cabinet:**
- Preparation of Cabinet and Financial Management Board documents, briefing notes and technical or other sensitive documents related to the scope of this position; and,
 - Provide reporting as may be required to meet Departmental and Ministerial obligations.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Specialized knowledge of economic and socio-economic theory.
- Specialized technical knowledge of economic and business policy modeling and analysis.
- Knowledge of current developments in economic and socio-economic theories, processes and modeling techniques.
- Knowledge of econometric modeling and applied theoretical public policy.
- Knowledge of national and international economic policies and how they impact on the NWT.
- Knowledge of legislation, policies, and programs relevant to trade, investment, business and economic development in the NWT.
- Knowledge of government agencies that support economic activities.
- Knowledge of the NWT industries, business and investment community.
- In-depth knowledge of economic modeling software.
- A working knowledge of office software and presentation software.
- Knowledge publishing results in a variety of formats and for a variety of audiences is an asset.
- A high level of verbal skills as the position represents the NWT in a variety of national and international situations.
- A high level of written communication skills to develop briefing notes, draft strategies, and communicate with a wide range of audiences including stakeholders, communities, governments and businesses.
- Effective listening skills and the ability to interact in a positive, professional and business-like manner with stakeholders.
- Proven team leadership, human resource management and motivation skills.
- Budgeting, planning and financial management skills.
- Highly skilled at involving subordinates in decision-making.
- Proven leadership and supervisory skills.
- Ability to deal with a high level of understanding of and sensitivity to group and individual needs.
- Ability to manage short-and long-term projects within very stringent deadlines.
- Ability to motivate others to achieve their best, and provide a strong role model.
- Ability to prepare briefing materials, numerical analysis, presentations and papers based on technical analysis and forecasting.
- Proven ability to perform complex economic and business analysis.
- Ability to conduct in-depth research and report on findings.
- Ability to plan, organize, integrate, and coordinate activities and to provide clear direction.
- Ability to quickly develop and apply creative, innovative solutions to problems.
- Ability to analyze complex situations with changing political and economic factors.
- Ability to work in cross cultural situation.
- Ability to represent the Department in a variety of forums with professional credibility and integrity.
- Ability to react and respond quickly to urgent demands from Senior Management.

- Ability to work in a partnership environment such as on task forces, inter and intra-departmental committees, cross-functional teams, and special projects.
- Ability to attend to several tasks at the same time and excellent organizational and planning skills.

Typically, the above qualifications would be attained by:

Completion of a relevant Master's Degree such as in an educational discipline such as Economics and five years in applied economic research. Extensive experience in computer-based analysis and good knowledge of quantitative methods including econometric software, spreadsheets, word processing and communications is required.

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

Indigenous language: Select language

- ☐ Required
- ☐ Preferred