



## Job Specification

**Position Title:** SENIOR GROWTH PLAN ADVISORS  
**Job Code:** AMAPCEO - Ecomcs Stat Ama Unit PEC20, 20PEC  
**Job ID:** 35734

### Purpose of Position:

To support implementation of a Growth Plan for Northern Ontario; to plan and conduct engagement/consultation with northern partners and other orders of government in the implementation of Growth Plan policies and priority initiatives; to undertake policy and socio-economic research, analysis, reporting, outreach and the development/formulation of policy options that promotes the principles and the advancement of the Growth agenda in Northern Ontario. To lead project implementation of Growth Plan implementation activities and initiatives; to coordinate development of policies and program implementation across the sectors.

### Duties/Responsibilities:

The incumbent is responsible for:

- Providing clear, creative, consistent and timely policy development and implementation support in economic growth and development, planning and other related policy areas including; stakeholder identification and engagement; interministry engagement and coordination; issue definition; and inter-disciplinary communications to support decision-making as follows:
- Leading, coordinating and/or participating in provincial growth planning policy and program development and implementation by providing analysis, policy options, implementation planning, evaluation and recommendations on major initiatives, decisions, negotiations and central agency submissions.
- Designing engagement/consultation strategies and establishing/sustaining relationships with northern partners (elected officials of municipalities and First Nations and leaders of business, economic development, educational and research groups) to develop relations, exchange information, obtain input on provincial policy and program directions, identify economic opportunities, impacts and risks, and foster cooperative efforts. Planning and facilitating discussions with northern partners and the Northern public on the Growth Plan (including economic development approaches, opportunities and needs) by sharing information, obtaining input, diffusing tensions, building consensus and support, preparing summations of input, identifying issues and developing responsive options.
- Disseminating growth planning information, education, methodologies, and tools throughout Northern Ontario through participation in activities related to growth planning issues and the preparation/circulation of a variety of Growth Plan documents
- Leading and providing analysis of clients, programs and proposals which could impact Growth Plan implementation or intergovernmental or external stakeholder relations. Develops and prepares various reports, papers and communication materials relating to Northern Ontario population and economic growth, including but not limited to sectoral reviews, socio-economic analysis, inter-ministerial collaboration, pressures facing the system, expenditures, forecasts, impacts of planning and policy changes, options for interactions with Northern partners and stakeholders, and other relevant information to support decision makers.
- Leading or participating in projects and/or work teams comprised of ministry/OPS colleagues, provincial stakeholders, and international and national experts. Builds various project teams of experts to work together on policy and program development, research and monitoring initiatives. When leading, oversees all areas of project management including planning of resources, assigning project tasks, monitoring project progress and reviewing quality of work to ensure high standards are met by project team. Prepares Request for Proposals (RFP), develops/drafts terms of reference, and participates in the selection of consultants and experts engaged on various Growth Plan projects.
- Establishing and maintaining an interactive network of local, regional, provincial, national and/or international stakeholders and experts so as to provide guidance, advice and collaboration. Participates in ministry, inter-ministerial, inter-provincial, inter-municipal and inter-disciplinary committees to develop a coordinated approach to growth planning activities.
- Providing expertise for the identification, monitoring, analysis and assessment of a broad range of current and emerging economic issues/opportunities and socio-economic trends, which affect the development of growth planning initiatives and policies. Formulates recommendations, strategies and policy options for senior management to effectively respond to these issues and opportunities.
- Preparing briefing notes, letters, speeches, presentations and position papers for senior management and in response to correspondence for the Minister's, Deputy Minister's, Assistant Deputy Minister's

and senior officials` signature.

- Participating in the development of strategic directions for the Northern Development Division by working closely with senior management and staff to ensure integration and coordination of projects.
- Preparing and presenting multi-media growth planning updates and messaging for a wide range of audiences throughout Ontario.
- Acting for manager during absences as required; and other duties as assigned by manager.

**Knowledge:**

- Position requires knowledge of regional economic development, growth planning, socio-economic analysis, environmental policy, participatory planning and multi-disciplinary communications, to undertake senior advisory responsibilities in the development of Growth Plan policy, partnerships and planning. Knowledge of economic and social conditions, labour and demographic trends and political dynamics in Northern Ontario, global economic trends/approaches towards economic development in peripheral/rural regions of other jurisdictions.
- Position requires knowledge of government decision-making processes and policy development in order to effectively develop and frame policy recommendations. Position requires knowledge of northern and municipal governance and policy practices to develop recommendations that can be implemented within municipal structures.
- Position requires a good knowledge of the Places to Grow Act and other planning and land/resource management legislation (e.g. Planning Act, Municipal Act, Ministry of Northern Development, Mines and Forestry Act, provincial policy statements, Far North Act) as well as related policies, directives and guidelines (e.g. New Approach to Aboriginal Relations) to provide advice within the context of the government`s legislated and policy constraints.
- Position requires knowledge of economic theory, methodology and techniques in regional economic and socio-economic development and other economic evaluation tools and quantitative analysis, to provide leadership and expertise to support growth policy development. Position requires knowledge of growth/development economics, government policy development processes, emerging regional/national and global economic development issues, approaches and trends to provide expertise and support to policy and program formulation, development and implementation.
- Position requires knowledge of multi-stakeholder relations, group facilitation and consensus management in divisional, ministerial, inter-ministerial, municipal, inter-municipal, First Nations, business and industry, education, research, non-governmental organizations and voluntary sectors to understand and effectively build working relationships with groups having diverse needs and decision-making processes, and requiring a different negotiating and consensus building approach to each. Demonstrated political acuity and experience supporting external advisory groups and senior executive teams.
- Position requires results-oriented skills that enable clear organization around concurrent projects, multiple deadlines and competing priorities. Position also requires expertise to use several analytical techniques to break apart complex problems into component parts and to identify several solutions and weigh the value of each.
- Position requires strategic orientation skills to understand and assess the impact of external trends and issues on policy and planning strategy; conceptual thinking skills to create new concepts to explain situations or resolve problems; the ability to shift strategic focus and activities quickly in response to changing government priorities; and the ability to manage multiple interests over the life of a project.
- Position requires communication and interpersonal skills to communicate ideas clearly and concisely with an understanding of the level of detail and appropriate style for each audience, and to work with various stakeholder groups to negotiate problem resolutions and to understand the key drivers that impact stakeholder satisfaction. Multimedia communication skills are required to prepare and present complex ideas and analyses to a diverse range of audiences, through reports, educational materials, presentations, briefing papers and other public correspondence. Position requires technological skills to use office computers, peripheral equipment, and office software such as Word, WordPerfect, Excel, Access, Outlook, and PowerPoint, as well as the Internet and e-mail to research, communicate, prepare reports and presentations, and prepare a range of materials, electronically.

**Judgement:**

Position requires judgement, discretion and political acuity to assess and manage relationships with partners from various levels of government and other stakeholders from the private/public sector. Position requires judgement and a high level of initiative and expertise in establishing processes, policies and activities within Ontario, to bring about growth policy considerations within a broad range of interests including municipalities, First Nations, provincial ministries, stakeholders and decision-makers. Judgement is exercised in ensuring the reliability and accuracy of analyses and the integrity of data to support critical decisions on growth and development trends, state-of-the-art practices and multi-disciplinary indicators. Judgement is exercised in establishing creative networks among sensitive and divergent sources so as to foster collaboration and teamwork for the preparation of papers, reports, and directives critical to growth policy, partnerships, planning and decision-making.

**Accountability - Programs:**

Accountable for providing senior level expertise through the development and preparation of various reports and papers on indicators, trends analysis and issues to provide informed and credible analyses

which are critical in supporting decision makers and provincial policy and planning. Participates in the development of strategic directions for the Unit/Branch, Accountable for the management of key inter-ministerial and stakeholder relationships that will be essential to success of the Northern Ontario Growth Plan. Lead and support implementation of key Growth Plan implementation projects or programs.

**Accountability - Personnel:**

Leads project and/or work teams including planning of resources, assigning project tasks, monitoring project progress and reviewing work quality.

**Accountability - Finance & Material:**

Develops and manages contractual agreements with professional consultants.

**Accountability - Impact of Errors:**

Poor quality of economic, socio-economic and other reports or analyses could lead to inappropriate decisions on planning, development or direction of policies. Failure to properly engage ministerial partners or stakeholders could result in partial or complete failure of Growth Plan initiative.

**Contact - Internal:**

Regular contact with MNDMF and Ministry of Infrastructure MOI executives and staff to exchange information, provide advice on economic impacts and matters and report on northern participation and input. Frequent contact with senior elected and OPS officials of other provincial ministries to exchange information, provide advisory services and identify issues, priorities and impacts. Frequent contact with Minister`s Office and/or Deputy Minister`s Office staff to exchange information and provide advice.

**Contact - External:**

Regular contacts with leaders and elected officials of northern communities (municipalities and First Nations), businesses, industry, economic development groups, educational institutions and research organizations, to enhance relationships, exchange information, resolve issues, and promote collaboration. Frequent contact with leaders from other orders of government (e.g. municipal, federal, aboriginal), the education and research sector and industry to share information, facilitate collaboration and resolve related issues.

Represents ministry at inter-jurisdictional meetings and conferences.