

IDENTIFICATION

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| <i>Position Number</i> | <i>Position Title</i> | |
| 11-2228 | Sessional Coordinator | |
| <i>Department</i> | <i>Division/Region</i> | <i>Location</i> |
| Executive | Legislation and House Planning | Yellowknife, NT |

PURPOSE OF THE POSITION

The incumbent of this position is accountable to the Legislative Coordinator. The incumbent manages all crucial support services to the Executive Council during sessions of the Legislative Assembly. Duties include the management and coordination of all documents required for the House including bills, ensuring that all documents are in the proper format and accurate, tracking commitments for the Executive Council and ensuring that the Executive Council's obligations for providing documents to the Legislative Assembly are met in accordance with the Rules of the Legislative Assembly.

The incumbent is responsible for management of all support services to the Legislation and House Planning Division, including primary responsibility for the division's records management program. The incumbent receives and processes all legislative proposals and bills according to established procedures and provides support services to the Legislative Coordinator in the assessment process for legislative proposals and draft bills.

SCOPE

The Department of the Executive is unique in that its membership includes the most senior level of government responsible for government-wide decision making, management and control. This position is located in headquarters and the incumbent is accountable to the Legislative Coordinator. The incumbent provides crucial support to the Executive Council by managing the coordination and processing of bills and all other sessional documents for the Legislative Assembly in accordance to the Rules of the Legislative Assembly; the Executive Council Submissions Handbook; and the Procedures and Formats of the Legislative Assembly Manual. The incumbent provides advice and guidance directly to Executive Council Offices and GNWT departmental staff on rules and procedures of the Legislative Assembly, document formats and other related requirements. The incumbent is required to work closely with the Office of the Clerk and the Commissioner's Office.

RESPONSIBILITIES

1. Provide advice to the Executive Council Offices, departments and agencies on the rules, procedures and requirements of the Legislative Assembly.
 - Develop and facilitate session procedures and formats workshops on a government-wide basis;
 - Develop and maintain various session-tracking databases with the capacity to provide immediate reports on the standing of any item(s) of Executive Council business before the Legislative Assembly;
 - Develop and maintain a database of Speaker's Rulings in the NWT Legislative Assembly for use in the development of procedural analyses;
 - Provide procedural explanations, options and/or advice to the Legislative Coordinator;
 - Respond to inquiries from Executive Council Offices, departments and agencies;

2. Ensure that the Executive Council Offices are fully prepared to conduct all its business during sessions of the Legislative Assembly.
 - Develop, maintain and disseminate a reference manual governing the preparation of documents used by the Executive Council and associated process requirements during sessions of the Legislative Assembly;
 - Develop and maintain documents outlining Executive Council protocols and requirements for Government business during sessions of the Legislative Assembly;
 - Co-ordinate the collection of all information related to Government session business in advance of each sitting of the House;
 - Prepare the required text for Commissioner's speeches in the House (Opening Address/Assent to Bills/Prorogation)
 - Prepare House Business summary documents in advance of each sitting of the House for review by both the Executive Council and Full Caucus;
 - Ensure that the Legislative Coordinator is aware of difficult political issues and provide procedural options for managing those issues;

3. Management of a full range of support services to the Executive Council Offices while the Legislative Assembly is in session.
 - Co-ordinating the flow of all session-related documents received from Executive Council Offices or departments and ensuring that all documents are properly processed, including review and approval by the Executive Council if required;
 - Following-up with Executive Council Offices and departments on changes to documents (e.g. Minister's Statement revisions) and other direction on House Business matters;
 - Prepare daily a House Business document, in consultation with the Office of the Clerk, summarizing all business to be conducted in the Legislative Assembly that day;
 - Prepare the required text for Ministers to deliver for Readings of bills;
 - Conduct a final review / proofreading of all Minister's Statements and arrange for revisions as required;
 - File documents with the Office of the Clerk (e.g. Minister's Statements, Returns to Questions, etc.) on behalf of the Government House Leader and in accordance with the Rules of the Legislative Assembly;
 - Disseminate daily electronic summaries of House Business, including question period throughout the GNWT;

4. Put before the Premier and Ministers each sitting day all documents that they will need to complete their business in the House;
 - Prepare a personalized folder for each Minister daily during sittings of the Legislative Assembly that includes daily House Business listing and any required documents in the order that they will be needed
 - Ensure all folders are on the respective desks in the Chamber before the daily commencement of the House.
5. Provide the Legislative Coordinator with appropriate information to address procedural issues or questions in the NWT Legislative Assembly. This would be done through the preparation of procedural data, citing past practices and precedents of the NWT Legislative Assembly and, as required, referencing other parliamentary authorities such as *The House of Commons Procedure and Practice*, *Beauchesne's Parliamentary Rules and Forms*, and *Erskine May Parliamentary Practice*, etc. This is usually done with a verbal briefing and back-up documentation.
6. Support services for legislative proposals, draft bills and other projects as required by the Legislative Coordinator.
 - Receive and number legislative proposals and ensure they are referred to the Legislative Initiatives Committee for discussion and assessment.
 - Write letters for the Government House Leader to refer items to Standing Committees.
 - Develop and maintain database information system to track the progress of all legislative proposals and bills.
 - Analyze and research data related to parliamentary procedures and sessions of the Legislative Assembly and provide statistical and/or narrative reports as required.
7. Responsible for the management of all facets of the Division's records management program. Implement and maintain a uniform records management system from the creation of the record until its final disposition. Develop procedures concurrent with the GNWT Records Management Program and ensure smooth operation of the divisional records management information system.
 - Maintain classification systems and retention schedules for division records and oversee management of records according to these schedules.
 - Maintain all aspects of active records and process semi-active records for their final disposition, providing recommendations to the Legislative Coordinator.
 - Develop and maintain a records management database, including entry and editing of creation, transfer, location, access and disposal data.
 - Develop and maintain a disaster plan for recovery of essential divisional records.
 - Conduct regular system audits and develop more efficient and economical ways of maintaining records.
 - Ensure security of division records is safeguarded.
 - Keep abreast of relevant legislation.

KNOWLEDGE, SKILLS AND ABILITIES

- Advanced level of expertise in parliamentary procedures and practices.
- Good working knowledge of the NWT system of consensus government.
- Extensive knowledge of the structure and operation of the Legislative Assembly and Executive Council, including decision-making processes.
- In-depth, comprehensive knowledge of NWT legislative process; Rules of the Legislative Assembly; the Executive Council Submissions Handbook; and Procedures and Formats of the Legislative Assembly Manual.
- Working knowledge of NWT Statutes and Regulations.
- Comprehensive knowledge of GNWT Records Management System.
- Working knowledge of GNWT PeopleSoft program.
- Strong organizational and time management skills.
- Superior typing, proofreading, editing and attention to detail skills.
- Excellent oral and written communication skills.
- Ability to work independently and meet tight deadlines.
- Excellent analytical, research skills and knowledge of research methodologies.
- Excellent interpersonal skills and tact.
- Problem-solving/critical-thinking skills.
- Proven computer skills to include: word-processing, spreadsheets, databases and e-mail.
- Knowledge and understanding of current political and northern issues and NWT culture.

The incumbent should have a minimum post-secondary degree with 3-5 years work experience with the GNWT, Legislative Assembly and/or the legal community.

WORKING CONDITIONS**Physical Demands**

During sessions of the Legislative Assembly, approximately three months a year, the incumbent is required to work long hours (minimum 10 hrs/day without a lunch break), with continuous pressure to meet deadlines and juggle priorities. Working in a political environment creates increased stress. The incumbent does not have any control over the overtime required as this is determined by the sitting days and hours of the House. The required long hours are also very disruptive to the incumbent's lifestyle or family life. The majority of time is spent working on the computer with some opportunity to get up and move around the office with the exception of Question Period, usually one hour daily during session, where the incumbent is required to simultaneously listen to, analyze, and data enter during Question Period. When the Legislative Assembly is not sitting, the demands are associated with a usual office position.

Environmental Conditions

There are no significant adverse environmental conditions that exist in this position.

Sensory Demands

Proofreading draft bills in small font; long periods working on computer with focused listening and analysis of House proceedings; and uncontrollable long working hours during session (same as physical demands), for approximately three months a year. The large volume of paper, electronic records and data to be dealt with during sessions of the Legislative Assembly; working in a highly charged political environment; constant attention to detail; and tight daily deadlines are also

contributing factors to mental stress and fatigue.

Mental Demands

During sessions of the Legislative Assembly, approximately three months a year, the incumbent is required to work long hours (same as physical demands), with continuous pressure to meet deadlines and juggle priorities. Working in a political environment creates increased stress. The incumbent does not have any control over the overtime required as this is determined by the sitting days and hours of the House. The required long hours are also very disruptive to the incumbent's lifestyle or family life. The incumbent must be able to respond to rapidly changing circumstances and accommodate frequent and sudden changes without loss of efficiency or compromise of standards.