

IDENTIFICATION

Position Number	Position Title	
11-3812	Cabinet Registrar	
Department	Division/Region	Location
Executive	Cabinet Secretariat	Yellowknife

PURPOSE OF THE POSITION

(Main reason why the position exists, in what context and what is the overall end result.)

The incumbent is responsible for receiving and recording Ministerial submissions to the Executive Council (Cabinet), arranging Cabinet meeting, organizing and distributing Cabinet materials, recording and editing Cabinet minutes, creating and distributing Cabinet Records of Decision and maintaining the security and integrity of the official Cabinet Record.

The incumbent is also responsible for the management and maintenance of a database of Cabinet submissions and decisions.

SCOPE

(Describe in what way the position contributes to and impacts on the organization.)

Reporting to the Deputy Secretary to Cabinet, this position provides direct support to the Premier, Cabinet, the Secretary to Cabinet and Deputy Secretary to Cabinet as well as services to Ministers and public servants throughout the Government of the Northwest Territories.

This is a unique position dealing with highly confidential operations critical to the administration of government. One of the challenges facing the incumbent is the creditable and consistent delivery of services directly to individuals at the highest levels of government. The incumbent is required to have sufficient knowledge of the political, economic and social factors impacting governance in the Northwest Territories to be able to discern and extract, from lengthy discussions, those key elements of consensus and agreement necessary to accurately record and document Cabinet decisions and direction.

The incumbent attends all Cabinet meetings and has unrestricted access to both "confidential" and "secret" Cabinet records of the current and previous Cabinets.

It is critical that Members of the current and future Cabinets are able to place in the incumbent a high degree of trust and confidence. It follows that the need for consistent, creditable, dependable and uninterrupted services must be given the highest consideration.

RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. Describe the typical problems encountered in carrying out the responsibilities. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished.)

1. Facilitating the orderly conduct of Cabinet operations.**Main Activities:**

- Attending Cabinet meetings and discerning and extracting from lengthy discussions the key points to be recorded in Cabinet minutes.
- Preparing all the official records of Cabinet, including minutes, records of decision, and orders in executive council.
- Preparing Cabinet instruments for the approval and signature of the Premier, Secretary to Cabinet, and Commissioner.
- Ensuring the timely and accurate communication of Cabinet decisions to senior officials, departments, agencies and the Legislative Assembly.
- Preparing Cabinet agendas, arranging meetings, assembling material to be presented to Cabinet and distributing meeting packages to the Premier, Ministers and designated senior officials.
- Collaborating with Ministerial staff and departmental officials to ensure that documents are submitted in accordance with Cabinet operational procedures.

2. Management of Cabinet documents.**Main Activities:**

- Accepting and registering original signed documents submitted by Ministers for Cabinet consideration.
- Ensuring adequate information is available to Cabinet on which to base its decisions, by reviewing and advising the Deputy Secretary to Cabinet and/or Secretary to Cabinet on the completeness, clarity and required format of Cabinet submissions.
- Maintaining a complete dossier of all original Cabinet documents, including submissions, assessment reports, minutes, records of decision, orders in executive council and related materials.
- Reviewing Cabinet documents and assigning applicable security classifications for each.
- Controlling, in accordance with security procedures and Cabinet operational guidelines, access to all Cabinet documents.

- Ensuring the secure storage of Cabinet documents, including monitoring environmental and security measures related to the storage of Cabinet documents and initiating actions to ensure that the storage facilities are properly maintained.
 - Ensuring the indefinite retention, security and preservation of Cabinet documents.
3. Retrieval, tracking, and data base management.
- Providing support specific to Cabinet documents, including responding to requests from Ministers and departmental staff, preparing action reminder summaries, tracking submissions, and preparing correspondence for signature by the Premier, Secretary to Cabinet or Deputy Secretary to Cabinet.
 - Determining, in consultation with Cabinet Secretariat staff, database needs specific to recording and tracking Cabinet business and Cabinet decisions.
 - Developing and managing required databases.
 - Reviewing Cabinet documents and selecting information and items for inclusion in databases.

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.)

1. Proven knowledge of government organization, procedures and protocol as it applies to the operations of Cabinet.
2. Proven knowledge, sufficient to place Cabinet deliberations in the appropriate context, of the political, economic, social and cultural challenges and opportunities facing the Northwest Territories.
3. Proven ability to communicate effectively with Ministers and senior government officials in order to secure compliance with established guidelines and procedures governing Cabinet submissions and access to Cabinet records.
4. Proven organizational skills and ability to coordinate large amounts of important and highly confidential material and maintain efficient information storage, retrieval and communication systems.
5. Proven ability to work on own initiative and under minimal supervision in planning and carrying out a variety of duties assigned by the Deputy Secretary to Cabinet, Secretary to Cabinet, and/or Cabinet as a whole.

