



IDENTIFICATION

Department	Position Title	
The Legislative Assembly	Senior Advisor	
Position Number(s)	Community	Division/Region(s)
12-14838	Yellowknife	Office of the Clerk

PURPOSE OF THE POSITION

The Senior Advisor is accountable for providing strategic analysis and advice on major policy, programs, and operational issues affecting the Legislative Assembly of the Northwest Territories. The position is responsible for providing senior policy support services as well as providing coordination, facilitation and analysis services to the Clerk of the Legislative Assembly (Clerk).

SCOPE

The Senior Advisor is located in Yellowknife and reports to the Clerk of the Legislative Assembly. The position contributes to the development of new approaches to strategies, policies and program development related to the Legislative Assembly's roles and programs. The incumbent directly supervises a team of three staff responsible for a wide range of administrative and logistical support functions in support of the Speaker's Office, standing committees and the sessions of the Legislative Assembly.

The position functions at the most senior level in the Assembly and must possess a wide mix of managerial, communications, analytical, public relations and diplomatic skills as well as a sound knowledge of current and evolving GNWT policies, programs, issues and developments. The Senior Advisor coordinates a number of interdepartmental subcommittees and interacts with other governmental agencies, autonomous statutory offices and community organizations.

The Legislative Assembly is an independent branch of the Government of the Northwest Territories. Its primary roles are the consideration and enactment of legislation, including budgets, and holding the GNWT, its department and agencies to account. The Legislative Assembly is the symbol of public government in the Northwest Territories. Its rules of debate, regulations, policies and programs embody the expression of responsible and democratic governance in the Northwest Territories. The Clerk, as Deputy Minister, requires the Senior Advisor to be involved on his/her behalf in extensive contact,

consultation and discussions with Members of the Legislative Assembly, GNWT departments, and numerous outside government boards and agencies in the NWT, Canada and internationally.

The Senior Advisor provides strategic advice to the Clerk on many critical human resource issues and initiatives. As well the position assists in developing positions and approaches that reflect a very high level of political and financial sensitivity and responsiveness. The position directs the development of briefing material, support documentation, agendas and program/policy issue summaries for use by the Clerk in meetings of the Legislative Assembly Board of Management, Caucus, standing committees and seminars chaired or attended by the Clerk. The Senior Advisor provides advice, guidance and interpretations to senior managers on the intent and purpose of action or other requests made by the Clerk and the Speaker. The incumbent attends all meetings of the Caucus and Board of Management including those where the subject matter under discussion is highly confidential, sensitive and of a Territory-wide nature.

The Senior Advisor is the main point of contact for the Office of the Clerk with the Speaker's office and the incumbent must be able to handle the additional responsibility of requests for information and direction on various issues that the Speaker's office and the Board of Management needs assistance with. The position will liaise with other senior executives in other departments, central agencies, the media and representatives of public interest groups to discuss and keep current with respect to a variety of issues, events or trends of special concern to the Clerk including those matters of particular urgency or political sensitivity.

The Senior Advisor is involved in the final reviews of complex submissions, policy papers, legislative proposals, issue summaries, reports, correspondence and information submitted to the Clerk, Caucus and Board of Management from the Assembly's divisions and the autonomous statutory offices that report to it. These reviews involve identifying and assessing any financial and political implications or priorities, determining areas of overlap, contradiction or lack of internal consistency and coordination, and developing solutions for the Clerk, appropriate senior manager or autonomous officer. The position participates in meetings between the Clerk and Speaker, attends all Board of Management and Caucus meetings and is a member of the Department's senior management team.

To carry out this role, the Senior Advisor works within various GNWT, Legislative Assembly and public service procedures, policies, acts, regulations and legislation.

RESPONSIBILITIES

- 1. Provide strategic analysis and advice to the Clerk on major policy, program and operational issues affecting the Legislative Assembly**
 - Gather critical information in order to provide expert advice and consultative services on all issues related to Assembly programs and conducting research in support of policy, planning and management initiatives.

- Evaluate decision papers, briefing notes, policy proposals, Board of Management submissions and Speaker briefing materials.
- Provide strategic advice to the Clerk on major current, new and emerging parliamentary operations and issues and develop critical positions and approaches.
- Analyze and situate issues being addressed in the Assembly and discuss feedback with the Clerk, Senior Management Committee (SMC), and Speaker's Office; assessing what more could be needed or would contribute to the advancement of the issue.
- Liaising and consulting with SMC members, Speaker's staff, constituency assistants, Ministerial staff and senior staff from other departments to obtain information, to seek advice and to initiate action on a wide range of subjects on behalf of the Clerk.

2. Managing information requirements

- Responding to requests for information from the Clerk, Speaker and Members of the Legislative Assembly, following up on action required, actioning work as necessary or when urgent issues require a response, and contributing to the coordination and facilitation of the workflow in the Clerk's Office.
- Serves as the primary point of contact with the various autonomous officers of the Legislative Assembly including the NWT Human Rights Commission and Adjudication panel, Chief Electoral Officer, Conflict of Interest Commissioner, Equal Pay Commissioner, Languages Commissioner and Access to Information and Privacy Commissioner.
- Determining the extent and purpose of information requirements.
- Initiating action to obtain information within very precise time frames.
- Providing direction on format, content and style to divisions with the Legislative Assembly and establishing time frames for receipt of information.
- Making others (Commissioner's Office, Members of the Legislative Assembly, Government House Leader's office, SMC, Assembly staff, autonomous statutory officers) aware of information requirements.
- Receive and manage requests directly from the Speaker's Office to ensure response can be actioned effectively.

3. Managing the daily operations of the Clerk's Office

- Managing tasks and projects to improve services; and where necessary
- participating on project teams, working groups and interdepartmental committees as a representative of the Clerk.
- Coordinates the development of operational procedures by the various divisions and tracks progress on required amendments and updates.
- Oversees the preparation of project management documents for the Senior Management Team and works directly with Directors and autonomous statutory officers to ensure that timelines are met and the introduction of issues coordinated.
- Providing leadership and facilitating the development and maintenance of a co-operative working environment within the Clerk's Office, with the Speaker's Office, Divisions and autonomous statutory offices.

- Establish and maintain effective communication links between the Speaker and his/her staff and the senior management staff of the department, and ensure that executive directions, decisions, and action requests as well as the flow of advice, information and interpretations are conveyed with clarity, timeliness and precision.
 - Planning and directing the smooth operation and administration of the Clerk's office, and manage approved human and financial resources.
 - Direct the review of all correspondence, material and issues referred to the Clerk's office; assess and determine their relative priority, sensitivity and urgency; and expedite those matters of urgent concern to the Clerk, Speaker, Board of Management or Caucus.
 - Oversee the preparation for sessions of the Legislative Assembly and meetings of its standing committees.
- 4. Providing support necessary to coordinate briefing and submissions material**
- Coordinating the preparation of agendas and supporting documentation for meetings of the Assembly Senior Management Committee, Board of Management and Caucus
 - Directing the review, analysis, coordination and acceptability of briefing material, notes, background material, speeches, correspondence, submissions, and other information submitted from all areas of the department for the approval of the Clerk.
 - Providing feedback and opinion of the Clerk to Assembly staff on briefing material, correspondence, etc. which they have prepared and recommending approaches and strategies.
- 5. Assumes project leadership, where appropriate and assigned by the Clerk**
- Serves as assistant secretary to the Board of Management and the Caucus of the Legislative Assembly. Attends all meetings and prepares confidential and public records of decision for the approval of the Clerk, Speaker and Chair.
 - Coordinates the nomination, review and award process for the Order of the Northwest Territories pursuant to legislation. Liaises with the Chair and members of the NWT Honours Advisory Council and the Office of the Commissioner with respect to the performance of their responsibilities under the Territorial Emblems and Honours Act.
 - Organizes and coordinates special events and conferences hosted by the Speaker and Clerk including official openings of legislative sessions, prorogations and dissolutions and inter-parliamentary conferences.
 - Coordinates the administrative and logistical support services required by various ad hoc task forces including the Senior Officials' Transition Planning Committee, Independent Commission to Review Members Compensation and Allowances, Electoral Boundaries Commission and various special and ad hoc committees.
 - Leads the recruitment and appointment process for various autonomous independent officers including the Director, Adjudicators and members of the NWT Human Rights Commission, Chief Electoral Officer, Languages Commissioner, Conflict of Interest Commissioner, Equal Pay Commissioner and Access to Information and Privacy Commissioner; Communicates directly with interested applicants; Reviews, summarizes, evaluates and recommends successful

candidates; Finalizes formal appointment instruments and contract documents;
Coordinates the transition into office of newly-appointed officers.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of an ability to analyze and interpret the relevant GNWT legislation, policies and procedures.
- Knowledge of research and analysis.
- Demonstrated skill in problem solving, consultation, negotiation, research, analysis, planning, coordination, monitoring, and assessment.
- Demonstrated verbal, graphic presentation, and writing skills.
- Computer skills in word processing, database, spreadsheet software, and presentation software, as well as internet and electronic communication.
- Ability to synthesize complex information.
- Ability to work independently as well as part of a team.
- Ability to work in a cross-cultural environment.
- Ability to exercise tact and diplomacy in dealing with sensitive issues.
- Ability to provide leadership and decision-making.
- Ability to manage workloads including multiple assignments with potentially conflicting priorities while ensuring that the Deputy Minister's needs are addressed.
- Ability to assign, delegate and coordinate work assignments and projects.
- Ability to manage stress.
- Ability to prioritize work and priorities to achieve operational and strategic objectives.

Typically, the above qualifications would be attained by:

These knowledge, skills and abilities required to perform the duties are generally obtained through a completion of a undergraduate or Masters degree in Public Administration, Political Science, Business Management or related field and 5 years experience in the provision of management services to senior managers or in a planning or analysis field.

WORKING CONDITIONS

Physical Demands

Normal office environment

Environmental Conditions

Normal office environment

Sensory Demands

Normal office environment

Mental Demands

This position is subject to high levels of stress related to multitasking, deal with confidential and politically sensitive information and working to tight deadlines on a daily basis.

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)

- French required
- French preferred
- French not required