



## IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs (MACA)	Senior Community Governance Advisor	
Position Number(s)	Community	Division/Region(s)
21-65	Yellowknife	Community Governance /Headquarters

## PURPOSE OF THE POSITION

The Senior Community Governance Advisor takes a lead role in providing advice and support to community governments and to MACA on community governance, community elections, and on the implementation of land claim and self-government agreements at the community level.

This position is intended to support the development and advancement of workable, affordable and effective forms of local and regional governments, the implementation of new aboriginal self-governments, and to enhance the Department's ability to respond to emerging governance needs.

## SCOPE

The Senior Community Governance Advisor position is located in Yellowknife, reports to the Director, Community Governance, and has an impact on nearly all residents in the NWT through support to all 33 community governments, other aboriginal governments, and through the implementation of self-government agreements.

Effective governance of communities, including municipal bylaw development and fair elections, will have an impact on all NWT community residents. This position is appointed as a Deputy Chief Municipal Electoral Officer for the NWT and oversees municipal government elections through the *Local Authorities Elections Act*.

This position is a supervisory position, accountable for the results of any subordinate officers, summer students, graduate interns or assigned contractors that might be utilized.

## **RESPONSIBILITIES**

### **1. Work with existing community government staff, elected officials and MACA Regional staff to:**

- build understanding of governance and self-governance issues;
- develop by-laws, policies and procedures appropriate for municipal governance;
- build capacity and knowledge regarding existing and proposed forms of government;
- assist with determining the need for and the provision of advice, training, and capacity building initiatives for existing and emerging governments;
- ascertain and represent the views of existing governments on these issues; and
- assistance on the implementation of self-government agreements.

### **2. Perform the duties of the Deputy Chief Municipal Electoral Officer and administer the *Local Authorities Elections Act*:**

- provide advice and assistance to community governments in the provision of its community elections;
- provide oversight in the community election processes;
- administer the election calendar that guides community election timelines; and
- provide community election monitoring and reporting as required.

### **3. This position will provide advice and assistance to other staff within the Department of MACA and the territorial community governments:**

- provide advice on various issues related to governance, including First Nation governance and self-government implementation;
- provide guidance in regards to operational policy issues through professional expertise; and
- provide assistance in the review of existing legislation, regulations and policies, and in the development of legislation, regulations, by-laws and policies as it relates to both existing and emerging community governments.

### **4. Act as a liaison with Regional staff to ensure compatible approaches are used in the areas of community governance, elections, community development, and implementing self-government:**

- coordinate regular information sessions for staff on developments in governance;
- work with Regional staff in the accurate filing of community bylaws and minutes;
- provide and assist with capacity-building for GNWT staff; and
- participate in the development of departmental initiatives, programs, legislation and services to respond to changes in community governance.

### **5. Provide support during the pre-implementation period of self-government agreements:**

- provide support in the areas of first elections, community government roles and responsibilities, transition policies and processes, governance training, and other areas as defined by the specific transition agreements; and
- assist with capacity-building for GNWT staff.

- 6. Provide assistance in the coordination in the Department's role in the implementation of any self-government agreements:**
  - Work with Department representatives to provide assistance with MACA's responsibilities from land claims and self-government agreements.
  
- 7. Supervise, direct and motivate the work of any subordinate staff, summer students, interns and contractors for the community governance section they may be retained on an indeterminate, casual, contract, as required.**

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual demands

### **Sensory Demands**

No unusual demands

### **Mental Demands**

Typical office environment with the occasional requirement for overtime or urgency/deadline requirements in the workload

## **KNOWLEDGE, SKILLS AND ABILITIES**

- expert knowledge of community governance, including NWT community governance legislation;
- ability to communicate legislation, policies and guidelines relating to communities to a non-technical audience through a variety of platforms;
- strong written and verbal communication and presentation skills;
- knowledge of fair election practices for community governments and an understanding of the *Local Authorities Elections Act*;
- knowledge of local and community government administration and procedures, including implementation and change management;
- knowledge of aboriginal self-government and/or aboriginal rights, First Nations' governance and administrative practices and procedures;
- knowledge of NWT and Federal self-government and aboriginal land claims legislation, policies and procedures;
- knowledge of national and NWT self-government and aboriginal land claims issues;
- knowledge of cross-cultural issues and situations;
- ability to research and analyze;
- ability to use appropriate communications, public relations and promotional methods for government programs, elections and voting, and legislative changes; and
- knowledge of general office, financial and human resource management.

### **Typically, the above qualifications would be attained by:**

The knowledge, skills and abilities for this position would typically be obtained through completion of a university degree in law, political science, or public administration, with 3 years directly related experience and/or equivalency plus 5 years of experience in a related field.

**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 applies)

- 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

**Aboriginal language:** Choose a language

- Required
- Preferred