

**IDENTIFICATION**

Position Number	Position Title	
82-1366	Editor/Administrator	
Department	Division/Region	Location
Justice	Legislation	Yellowknife

**PURPOSE OF THE POSITION**

Reporting to the Director of Legislation Division, the incumbent is responsible for advising and supporting the Director in the preparation and distribution of bills, regulations and legal instruments. The incumbent advises the Director and other legislative counsel in matters related to legislative documents, including editing and determining format and style. The incumbent plans, develops and executes projects including the publication and distribution of the *Northwest Territories Gazette* and the maintenance of publication databases. The incumbent facilitates the development, approval and implementation of the Annual Statutes of the Northwest Territories. This position must ensure that published products are accurate and are printed and bound to an exacting and professional level.

1. To edit and assist in the preparation of bills, regulations and legal instruments in bilingual format.
2. To prepare and review for completeness the consolidations of the statutes, and to edit and review for completeness the consolidations of the regulations.
3. To prepare the text and tables of the Annual Statutes of the Northwest Territories in bilingual format for publication, placing into book-ready format and acceptable software application for the contracted printer.
4. To manage and undertake the annual subscription renewal process for the Annual Statutes, distribute the publication, maintain a customer database and address customer enquiries.
5. To draft the terms of reference for the printing of both the Annual Statutes and the *Gazette*, assist with preparation of the RFPs, and work with contractors to ensure quality control of product and compliance with contract requirements and pricing.
6. To produce the *Northwest Territories Gazette* in bilingual format as Editor of the *Gazette* in accordance with the *Public Printing Act*.
7. To prepare the annual subscription renewal process for the *Northwest Territories Gazette*, oversee the distribution of the publication (13 times a year), maintain a customer database and address customer enquiries.
8. To provide financial, administrative support services to Legislation Division, including expenditure initiation, control and monitoring of contracts and the preparation of monthly variance reports which indicate the current and anticipated future financial position of the Division.

**SCOPE**

The Editor/Administrator is responsible to the Director for:

- Approximately 120 regulations, 320 pages annually;
- Approximately 25 bills, 350 pages annually;
- Approximately 600 pages of tables prepared or edited annually;
- Approximately 1,000 appointments and revocations edited annually;
- Supervising distribution of the *Gazette*;
- Distributing the Annual Statutes;
- Maintaining the Legislation Division website;
- Maintaining financial records for Legislation Division.

Publication of the *Gazette* and the Annual Statutes is mandated by legislation.

## **RESPONSIBILITIES**

### **Legislative Editor:**

- Edits draft bills, regulations, statutory instruments and orders.
- Consults, researches and makes recommendations with respect to legislation content, format and style.
- Prepares Explanatory Notes for the House, submits House-ready bills to Legislative Assembly (LA), prepares reprints as a result of Standing Committee motions and returns reprinted bills to the House in a timely manner.
- Submits to LA staff for posting on the LA website bills after first reading and after reprint.
- Maintains an on-going status report for bills for Legislation Division.
- Prepares and submits to the LA bills for certification.
- Assigns chapter numbers to statutes.
- Creates new web pages for certified bills and posts certified bills on website.
- Provides information to the public about statutes (whether in force, repealed, etc.).
- Consolidates statutory amendments and new statutes with cites and determines historical notes within the consolidations. Oversees updating of title page format of statutes and regulations and style changes to same.
- Ensures that hard copy files of statutes are maintained and updated to facilitate research.

### **Territorial Printer:**

- Functions as statutory Territorial Printer, charged with publishing Northwest Territories legislation and appointments so that they are available to the public.
- Responsible for publishing, in print and on the Legislation Division website, the consolidations of Northwest Territories' statutes, regulations and the *Gazette*.
- Handles customer enquiries and complaints both from the public and from corporate subscription services.
- Ensures that subscriptions are submitted to the Legislative Assistant for mailing the *Gazette* and supervises the mailing process.
- Ensures that, as subscriptions and payments are submitted, subscribers' names and payment method are entered into separate databases and that cheques are immediately submitted to Department of Justice, Finance Division.
- Ensures that statutes, regulations and other instruments are accurately published as required by law.
- Compiles the appropriate research tables and other tools and posts them on the website.
- Answers government and public inquiries about legislative publications.
- Prepares legislation for posting onto the Department of Justice, Legislation Division website and ensures that the website accurately reflects current legislation.
- Updates the website, creating pages, posting certified bills, keeping database up to date as well as updating naming conventions.
- Implements and manages distribution and client contact with subscribers to both the *Gazette* and the Annual Statutes.
- Supervises issue of renewal notices to subscribers of the *Gazette* and issues renewal notices to subscribers of the Annual Statutes.
- Maintains detailed financial records of both sets of subscribers.
- Distributes Annual Statutes as clients renew.
- Maintains separate accounting databases to manage subscriptions.
- Serves as the NWT contact for the Provincial/Territorial Queen's Printers.

### **Northwest Territories Gazette and Annual Statutes of the Northwest Territories:**

- Edits *Gazette* - Parts I and II which are prepared monthly and the Index which is prepared at year- end.
- Compiles and formats the Annual Statutes in bilingual format for publication. This requires the preparation of a title page, table of contents and the updating of three tables which track legislative changes through each calendar year.
- Prepares RFP's or Request for Tenders for contracts to provide printing services to print the *Gazette* and to print and bind the Annual Statutes.

**Appointments:**

- Edits appointments and revocations prepared by the Legislative Assistant and ensures that appointment and revocation requests are compliant with the legislative provisions under which requests are made.

**Financial Management/Administration:**

- Administers contracts entered into by Legislation Division (e.g., legislative drafting contracts, photocopier services, editing services, printing).
- Prepares Accounts Payables, Journal Vouchers and monthly Variance Reports.
- Monitors transfer of French Legal Translation (Vote 4/5 funds) from the Legislation Division budget to the ECE budget.
- Monitors budget compliance for Vote 1 and Vote 4/5 funding.
- Monitors division spending and advises Legislative Secretaries and Director on cost-saving measures.

**KNOWLEDGE, SKILLS AND ABILITIES**

The incumbent must have:

- Strong editing skills including meticulous attention to detail (i.e. errors in spelling, grammar and usage).
- Self-motivation with the ability to work independently, and be capable of supporting a multi-task-oriented environment.
- Demonstrated knowledge and understanding of government including the functions of individual departments and operations.
- Demonstrated ability to prepare and oversee a professional publication.
- Demonstrated ability to interpret and understand policies, legislation and programs.
- Demonstrated skills in research and analysis of data in order to make decisions and recommendations, estimating the strengths and weaknesses of projects, and exercising judgment on complicated issues quickly and consistently.
- Demonstrated ability to think strategically and to plan and implement actions that achieve future goals.
- Demonstrated organizational and time management skills to balance multi-tasking.
- Demonstrated interpersonal skills with the ability to effectively communicate orally and in writing to a diverse audience, including to members of the public.
- Demonstrated ability with WordPerfect, Contribute, the internet, email applications and Excel.

The ability to work in French is an asset.

**TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:**

A post-secondary education with a major or minor in English or related field with 5 years of progressively responsible editing experience (i.e., strong editing, writing and communication skills), including 2 years in an administrative position.

**WORKING CONDITIONS****Physical Demands**

No unusual physical demands.

**Environmental Conditions**

No unusual environmental conditions.

**Sensory Demands**

No unusual sensory demands.

**Mental Demands**

No unusual mental demands.

**ADDITIONAL REQUIREMENTS****Position Security**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly Sensitive Position – requires verification of identity and a criminal records check