



IDENTIFICATION

Department	Position Title	
Executive and Indigenous Affairs	Executive Assistant to EIA and the NWT Commissioner	
Position Number	Community	Division/Region
11-4	Yellowknife	Directorate/HQ

PURPOSE OF THE POSITION

The Executive Assistant to EIA and the NWT Commissioner is responsible for managing transitions between Commissioners of the Northwest Territories (Commissioners) to ensure that new Commissioners are appropriately orientated to their new duties and obligations. The incumbent is responsible for overall office management of the Commissioner's Office, as well as researching, proposing and maintaining policy instruments and other materials necessary to the Office's programs and processes. The incumbent will ensure that a permanent record of the operations of the Commissioner's Office is maintained within the Department of Executive and Indigenous Affairs. The incumbent also supports administrative functions within the Indigenous Affairs Unit, and in particular the Intergovernmental Relations division.

This position serves as the offices' primary contact for the public, Legislative Assembly, Government of the Northwest Territories (GNWT) departments and agencies, the Government of Canada, and foreign dignitaries (usually via the Chief of Protocol). The incumbent is responsible for promoting, in keeping with GNWT legislation, policies and programs, a consistent approach to, and role for, the Commissioner's Office within the Northwest Territories and on the national level.

This position is also responsible for supporting the Chief of Protocol for various events and activities including assisting with ceremonial events and official visits and provides administrative redundancy for the Directorate Administrative Coordinator.

SCOPE

Located in Yellowknife and reporting to and supervised by the Director of Intergovernmental Relations, the Executive Assistant to the NWT Commissioner is an employee of the Department of the Executive and Indigenous Affairs who also has a day-to-day, operational reporting relationship to the Commissioner.

At times, the incumbent may be required to defend GNWT practices and procedures to a



Commissioner who is not, strictly speaking, subject to, required to be aware of, those same GNWT practices and procedures.

The Privy Council of Canada appoints the Commissioner on the advice of the Minister of Indigenous Affairs and Northern Development Canada. All territorial Commissioners exercises a function similar in some respects to that of a Lieutenant Governor in the Canadian provinces, and their duties include legislative, statutory, diplomatic and ceremonial responsibilities.

While the Commissioner is a federal appointee whose salary is paid by the federal government, the GNWT is responsible for staffing and for providing support to the Commissioner and for the operations of the Commissioner's Office. In the event the Commissioner is unavailable, or the Commissioner position is vacant, the incumbent provides the full scope of the job responsibilities to support the Deputy Commissioner.

RESPONSIBILITIES

1. This position provides research, analysis and writing by:

- Research is required to respond to questions asked by, or of, the Commissioner.
- Drafting official response to media, businesses and government inquiries as directed.
- Researching and drafting speeches, letters and occasional presentations for the Commissioner's approval and delivery.
- Researching best practices, guidelines, policies and precedents from other jurisdictions, particularly as they relate to diplomatic and ceremonial duties.
- Soliciting subject specific information from GNWT departments, board and agencies.

2. This position provides communications by:

- Developing and maintaining open communication lines with media representatives.
- Providing content updates to the official website of the Office to the Commissioner, housed on the Department of Executive and Indigenous Affairs.
- Participating in the development of official statements in response to situational inquiries.
- Responding to public and intergovernmental inquiries about the Commissioner and Commissioner's Office.
- Development of activities to promote and enhance the public image and identity of the Commissioner, and the Commissioner's Office, including the maintenance of annual activities suitable for Commissioner participation.

3. This position provides planning, organizing, and coordinating functions for the Commissioner by:

- Maintaining a calendar of Commissioner's functions and obligations.
- Preparing programs and agendas for ceremonial events (diplomatic events are planned and organized by the Chief of Protocol).
- Logistic arrangements, including, but not limited to, travel and accommodations, and hosting arrangements.



- Traveling with the Commissioner when necessary, depending on the nature of the event.
 - Attending annual meetings of Private Secretaries to the Lt. Governors and Executive Assistants to the Territorial Commissioners.
 - Accompanying the Commissioner to the Annual Vice-Regal Conference.
 - Monitoring the travel budget and expenditures.
 - Arranging for, and maintaining appropriate contacts within the GNWT departments, boards and agencies, City of Yellowknife, the community governments, Indigenous governments of the NWT, the Government of Canada (Department of Crown-Indigenous Relations), the Joint Task Force North, which provides Aides-de-Camp and transport within Yellowknife for official duties of the Commissioner, the Governor General, Lieutenant Governors and other Territorial Commissioners.
- 4. This position assists with the organizations of ceremonial events and official visits for the GNWT to visiting dignitaries to the Northwest Territories by:**
- Supporting the planning and negotiation of programs, organizing logistics and implementing approved programs for official visits and special or ceremonial events hosted by the GNWT.
 - Assisting with the coordination of special events, significant anniversaries or commemorative years on behalf of the Government of the Northwest Territories.
 - Participating as needed on committees for visits/events in which the GNWT is involved.
 - Participating in the coordination for official visits by members of the Royal Family, the Governor General or others of similar stature; liaise as needed with officials and ensure alignment of program to GNWT priorities thought negotiation; where required, attend advance visits and act as escort for the actual visits.
- 5. This position provides administrative redundancy for the Directorate Administrative Coordinator by:**
- Providing reception support for visitors and inquiries to the department.
 - Providing letter formatting for Commissioners, but also other political letters.
 - Supporting the completion of visa statements and travel authorizations and assisting with bring-forward tracking for the Intergovernmental Relations and Protocol division.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands



The incumbent will be required to travel with the Commissioner and/or visiting dignitaries to communities across the NWT.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of GNWT policies and practices related to contract administration, material management, record management, procurements, safety and security, and asset management.
- Knowledge of appropriate protocols and procedures related to diplomatic events and activities.
- Knowledge of the Northwest Territories political environment, geography, economy and people.
- Knowledge of appropriate protocols and procedures related to events and activities that the Commissioner may be attending.
- Diplomatic skills necessary to ensure that a highly positioned federal appointee conforms to GNWT policies and procedures governing the Commissioner's Office.
- Written and oral communication skills.
- Analytical and problem solving and resolution skills to deal effectively with colleagues, management and public concerns.
- Ability to interact with individuals from diverse socio-economic and cultural/ethnic backgrounds and to deal with the public in situations requiring tact and diplomacy.
- Ability to exercise independent judgment and initiative.
- Ability to exercise tact, diplomacy and flexibility.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Diploma in administration, policy, research or communications and one year of relevant experience.

Equivalent combinations of experience will be considered.

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 applicable)

- 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

Indigenous language: Select language

Required

Preferred