



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Executive and Indigenous Affairs	Director of Legislative Affairs and House Planning	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
11-5997	Yellowknife	Legislation and House Planning

## **PURPOSE OF THE POSITION**

Reporting to the Government House Leader and administratively to the Deputy Secretary to Cabinet/ADM, Department of Executive and Indigenous Affairs, this position is responsible for:

- Providing objective and timely policy advice and recommendations to the Executive Council on all legislative proposals, draft bills, and Commissioner in Executive Council Regulations submitted to the Executive Council for consideration.
- Providing advice to the Government House Leader and the Executive Council on the development of the Government's legislative agenda.
- Providing policy advice to Ministers' Offices, Deputy Ministers, senior managers, and staff of all GNWT departments and agencies of the development of legislative initiatives.
- Providing advice to the Government House Leader, the Executive Council, Deputy Ministers, senior managers, and staff of all GNWT departments and agencies on the rules, procedures, and requirements of the Legislative Assembly.
- Ensuring that the Executive Council is fully prepared to conduct all its business during Sessions of the Legislative Assembly; and
- Providing a full range of administrative support services to the Executive Council while the Legislative Assembly is in Session.

## **SCOPE**

As the main policy advisor to the Cabinet on all legislative initiatives, this position is responsible for the development of the statutory framework of the Government of the Northwest Territories. Laws enacted by the GNWT have a significant and far-reaching impact on the lives of all NWT residents, and the administration of these laws requires the expenditure of considerable resources. The research, analysis, and advice provided by this position must



therefore be held to the highest standard to ensure that the Executive Council is fully aware of the implications of the laws it chooses to develop and enact.

This position has a comprehensive client base in that policy advice of the development of legislative initiatives is also provided to the Ministers' Office, Deputy Ministers, senior managers and staff of all Government departments and agencies.

This position chairs an interdepartmental committee of senior central agency managers (the Legislative Initiatives Committee) to ensure that legislative initiatives are analyzed from a variety of perspectives and that the best possible corporate advice is provided to the Executive Council.

The Director of Legislative Affairs and House Planning is one of a core group of senior Executive Council advisors in attendance at every meeting of the Executive Council and the Financial Management Board. These advisors are: the Secretary to Cabinet, the Secretary to the Financial Management Board, the Principal Secretary, the Deputy Secretary to Cabinet/ADM, the Deputy Secretary to the Financial Management Board, a representative of the Attorney General, Department of Justice and the Press Secretary.

This position provides advice to both the Government House Leader and the Executive Council on the development of the Government's legislative agenda. This advice would include: methods to establish legislative priorities, strategies to maximize legislative output of the Government and opinions to address process problems and other systemic considerations. This position also has responsibility for ensuring appropriate sequencing and timing occur with respect to Government business during Sessions of the Legislative Assembly.

The office of the Director of Legislative Affairs and House Planning serves as a focal point for the collection, review, and processing of all Session related documents. It is worth noting that the Executive Council has a number of statutory obligations in this regard (e.g., laying certain documents before the House at certain times). This position is responsible for providing virtually every required document to the Premier and Ministers in the Legislative Assembly on a daily basis while the House is sitting and must ensure that the Executive Council operates in accordance with the Rules of the Legislative Assembly.

Advice on the rules, procedures and requirements of the Legislative Assembly provided to the Government House Leader, the Executive Council, Ministers' Offices and departments must therefore be correct and timely to ensure that the objectives of individual Ministers and the Government as a whole are accomplished during Sessions of the Legislative Assembly. Errors made in this regard could result in laws not being enacted, the Government defaulting on a statutory obligation, or the Government being called to order by the Speaker for a violation of the Rules of the Legislative Assembly, among other things.



To be effective in all aspects of the job, the incumbent must possess a variety of behavioural competencies and skills, with an emphasis on analytical thinking, written and verbal communications, project coordination, leadership, and negotiation skills. The incumbent must also possess effective human relations skills to work effectively in both political and bureaucratic environments.

This position must maintain especially close working relationships with the Department of Justice and the Office of the Speaker of the Legislative Assembly.

### **DIMENSIONS**

- Reporting Positions: 1 direct
- Compensation & Benefits: \$411,000
- Operations & Maintenance: \$9,000

### **RESPONSIBILITIES**

- 1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.**
- 2. Provide policy advice and recommendations to the Executive Council on all legislative initiatives submitted to the Executive Council for consideration.**
  - Chair an interdepartmental committee (the Legislative Initiatives Committee) of senior central agency managers tasked with the review and analysis of legislative initiatives submitted to the Executive Council for consideration.
  - Conduct independent research and analysis of legislative initiatives as required.
  - Discuss the proposed and/or draft legislative initiatives with department representatives and provide advice as required.
  - Conduct final analysis and synthesize all input into a single assessment report, including recommendations.
  - Provide verbal clarification of advice offered as required during meetings of the Executive Council.



- 3. Provide advice to the Government House Leader and the Executive Council on the development of the Government's legislative agenda.**
  - Develop and maintain the government's legislative agenda in consultation with senior management of the GNWT and in accordance with criteria or considerations directed or established by the Executive Council.
  - Develop specific briefing materials (e.g., updates and status reports) for the Government House Leader and/or the Executive Council.
  - Prepare related correspondence from the Government House Leader to send to Members of the Executive Council and Standing Committees.
  
- 4. Provide policy advice to Ministers' Offices, Deputy Ministers, senior managers and staff of all GNWT departments and agencies on the development of legislative initiatives.**
  - Develop, maintain and disseminate documents outlining the legislative development process to all Ministers' Offices, Government departments and agencies.
  - Develop and deliver legislative process workshops on a government-wide basis.
  - Develop and maintain databases to track all aspects of development for legislative initiatives.
  - Review draft legislative proposals and provide informal feedback and commentary.
  - Develop and disseminate procedural protocols for the legislative process (e.g., Standing Committee Review of Legislative Proposals) on a government-wide basis.
  
- 5. Provide advice to the Executive Council, Deputy Ministers, senior managers and staff on the rules, procedures, and requirements of the Legislative Assembly.**
  - Develop and ensure the delivery of Session procedure and formats workshops on a government-wide basis.
  - Develop and maintain various Session-tracking databases with the capacity to provide immediate printed reports on the status of any item(s) of Executive Council business before the Legislative Assembly.
  - Develop and maintain a database of Speaker's Rulings in the NWT Legislative Assembly for use in the development of procedural analyses.
  - Provide procedural explanations, opinions, options and/or advice to the Government House Leader or to Executive Council during Cabinet meetings.
  - Respond to inquiries from Ministers' Offices, departments, and agencies.



**6. Ensure that the Executive Council is fully prepared to conduct all its business during Sessions of the Legislative Assembly.**

- Develop, maintain, and disseminate a reference manual governing the preparation of documents used by the Executive Council and associated process requirements during Sessions of the Legislative Assembly.
- Develop and maintain documents outlining Executive Council protocols and requirements for Government business during Sessions of the Legislative Assembly.
- Co-ordinate the collection of all information related to Government Session business in advance of each sitting in the House.
- Prepare House Business summary documents in advance of each sitting of the House for review by both the Executive Council and Caucus.
- Ensure that the Government House Leader is aware of difficult political issues and provide procedural options for managing those issues.
- Serve as the liaison between the Executive Council and the Office of the Speaker with respect to a variety of Session planning activities including the legislative agenda, the length of Session, and special considerations for Government Session business (e.g., emergency statements, priority bills for passage, etc.) and the scheduling of all House business generally.
- Disseminate any Executive Council direction through appropriate departmental channels.

**7. Provide a full range of support services to the Executive Council while the Legislative Assembly is in Session.**

- Facilitate daily Cabinet House Strategy meetings during Sessions of the Legislative Assembly by
  - Developing the agenda in consultation with Ministers' Offices and senior Cabinet advisors.
  - Briefing the Government House Leader on each Cabinet House Strategy agenda.
  - Providing related advice on procedural considerations or issues.
  - Coordinating the flow of all Session-related documents received from Ministers' Offices or departments and ensuring that all the documents are properly processed, including review and approval by the Executive Council if required.
  - Preparing and distributing the agenda packages.
  - Following up with Ministers' Offices and departments on changes to documents (e.g., Minister's Statement revisions) and other direction on House Business matters; and
  - Providing procedural advice and opinions "on the spot" during Cabinet House Strategy meeting.



- Prepare a daily House Business document, in consultation with the Office of the Speaker, summarizing all business to be conducted in the Legislative Assembly that day.
- Prepare the required text for Ministers to deliver for Reading of bills.
- Conduct a final review/proofreading of all Ministers' Statements and arrange for revisions as required.
- File documents with the Office of the Speaker (e.g., Ministers Statements, Returns to Questions, etc.) on behalf of the Government House Leded and in accordance with the Rules of the Legislative Assembly.
- Put before the Premier and Ministers each day all documents that they will require in order to complete their business in the House.
- Disseminate daily electronic summaries of House Business, including question period throughout the GNWT.
- Provide the Government House Leader and the Executive Council with appropriate information to address procedural issues or questions in the NWT Legislative Assembly. This would be done through the preparation of procedural analyses, citing past practices and precedents of the NWT Legislative Assembly and as required, referencing other parliamentary authorities such as *The House of Commons Procedure and Practice*, *Beauchesne's Parliamentary Rules and Forms*, and *Erskine May Parliamentary Practice*, etc. These analyses would be in written form and would most often be provided to the Government House Leader and/or the Executive Council with a verbal briefing.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent is exposed to regular recurring tight timelines and competing political priorities. Occasional travel may be required.



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to acquire knowledge of the Rules of the NWT Legislative Assembly, associated procedures, precedents, and conventions to ensure that the Executive Council follows the requirements of the House.
- Ability to acquire knowledge of parliamentary procedure and related authority texts, precedents and conventions and the ability to apply this knowledge to provide advice on matters not addressed by the Rules of the NWT Legislative Assembly.
- Knowledge of legislative policy and the ability to interpret, analyze, and critically and objectively assess legislative proposals and draft legislation.
- Ability to acquire knowledge of the Government of the Northwest Territories' legislative development and enactment processes.
- Diplomatic skills necessary to propose and defend recommendations to Cabinet, Ministers and senior managers.
- Communication skills to solicit the best efforts and advice from central agency managers with respect to the assessment of legislative proposals and draft legislation.
- Interpersonal skills necessary to maintain effective professional relationships with Ministers' Offices, Deputy Ministers, senior managers and staff of all Government departments and agencies.
- Ability to work efficiently and effectively in a high pressure, politically charged and sometimes confrontational environment.
- Ability to acquire knowledge of Cabinet processes, conventions, and requirements.
- Written and verbal communication skills.
- Project management, organizational and problem-solving skills to ensure the accomplishment of Government business during Sessions of the Legislative Assembly.
- 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 post-graduate degree and 7 years relevant experience, including a minimum 3 years working with legislative policy, preferably with a central agency of government or with the Legislative Branch of government, and including 3 years of supervisory or project leadership experience.

Equivalent combinations of education and 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)

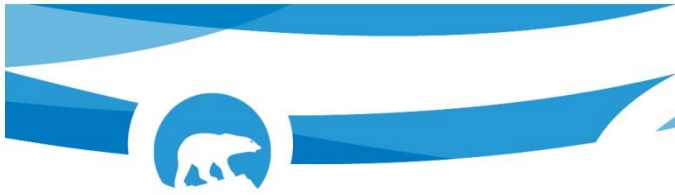
French preferred

**Indigenous language:** Select Language

Required

Preferred





**CERTIFICATION**

**Title:**

**Position Number:**

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
Deputy Head/Delegate Signature	
Date	
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

**The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.**