



## IDENTIFICATION

Department	Position Title	
Legislative Assembly	Deputy Clerk, House, Procedures and Committees	
Position Number	Community	Division/Region
12-0052	Yellowknife	Clerk's Office/HQ

## PURPOSE OF THE POSITION

The Deputy Clerk, House, Procedures and Committees is one of two Deputy Clerks who, along with the Clerk of the Legislative Assembly, constitute the Legislative Assembly's senior management team. The position is called upon to perform the duties of the Clerk of the Legislative Assembly in their absence.

In addition to serving as a senior table officer during sittings of the Legislative Assembly, the position has primary responsibility for providing strategic leadership and direction in the delivery of library, records management, broadcasting, impartial procedural, legal, logistical, advisory and research services directly to the Speaker and Members of the Legislative Assembly, standing and special committees of the House and the Clerk of the Legislative Assembly.

The Deputy Clerk, House, Procedures and Committees is accountable for the provision of unified, integrated and coordinated services to the various standing and special committees of the Legislative Assembly. In addition to serving as clerk to the Standing Committee on Accountability and Oversight and Committee of the Whole, the position is responsible for ensuring that consistent, impartial and expert procedural, legal, logistical and research services are provided to all standing committees in the performance of their duties.

The position is called upon to address and resolve ongoing issues, complaints, disagreements, and other sensitive matters regarding the provision of services to Members and committees while also promoting and influencing a client-centric approach to service delivery. The position is responsible for representing the Speaker and the Legislative Assembly in high-level meetings and is often the point of contact between standing committees, Ministers and Deputy Ministers concerning their interactions with standing committees. As clerk of the Committee of the Whole, the position is responsible for providing advice directly to presiding officers as they



oversee the consideration of proposed budgets, legislation, committee reports and other strategic issues.

The Deputy Clerk, House, Procedures and Committees is responsible for maintaining the official records of the Legislative Assembly and its committees including the production and publication of Hansard and Votes and Proceedings. The Deputy Clerk is responsible for ensuring that committee meetings are held openly and transparently and that the proceedings of these meetings are available to the public by way of advance notice and television and radio broadcasting where appropriate.

### **SCOPE**

The Legislative Assembly is one of the three distinct and autonomous branches of the Government of the Northwest Territories (Legislative, Executive and Judicial). As such, it operates with autonomy and independence from Cabinet direction and the public service at large. This independence is critical to the mandate of the Legislative Assembly to scrutinize and approve legislation and budgets proposed by cabinet, monitor and critique the activities and performance of the executive branch and provide a forum for the exercise of responsible parliamentary democracy in the Northwest Territories.

Reporting to the Clerk of the Legislative Assembly, the Office of the Clerk is responsible for providing impartial procedural, legal and research advice to the Speaker and the Members of the Assembly. This office is also responsible for a wide range of duties relating to the proceedings and official records of the Legislative Assembly and its committees and has overall responsibility for the delivery of Member services, finance and human resource administration, research and library services, facility operations, and visitor services. Unlike the government departments that constitute the executive branch of government, the responsibilities of the Office of the Clerk are carried out under the exclusive direction of the Speaker of the Legislative Assembly and the Board of Management who perform the respective roles and responsibilities of the Premier, Cabinet and Financial Management Board for the Legislative Branch.

The Clerk and Deputy Clerks of the Legislative Assembly function in a highly politicized environment where they interact and provide services and advice directly to Members, Ministers and senior government officials. Each is privy to sensitive and highly confidential information and must consistently demonstrate diplomacy, tact and professionalism of the highest order, particularly when disagreements or conflicts arise with elected officials. In addition to the code of conduct that applies to all members of the public service, the officers and employees of the Legislative Assembly are required by legislation to swear a separate Oath of Office and are subject to their own Code of Conduct.

The Deputy Clerk, House, Procedures and Committees oversees various library staff, committee staff, journals staff, and research staff. The analysts and clerks work together in teams to



provide support directly to the chair and members of the various standing committees. While the mandate of each committee is different, the Deputy Clerk is responsible for ensuring that consistent levels of service are provided to them within the Rules of the Legislative Assembly and the law of parliamentary privilege. Provision of impartial and consistent advice and research services is essential to ensure smooth operations between committees and Ministers' offices, and ensuring each committee's effectiveness in evaluating government proposals and holding it to account.

## **RESPONSIBILITIES**

- 1. Uphold and consistently practicing 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. Table Officer of the Legislative Assembly**
  - As an Officer of the Legislative Assembly and a Clerk-at-the Table, the Deputy Clerk provides expertise and parliamentary advice to the Speaker and Members of the Legislative Assembly on the interpretation of the Rules and Procedures of the Legislative Assembly, the application of parliamentary law, privilege, procedures, practice, and precedents. The Deputy Clerk, House, Procedures and Committees serves as clerk to the Committee of the Whole and is therefore responsible for advising the Chair and Members on the complex work that occurs in that committee, including the consideration and passage of budgets and legislation. The Deputy Clerk drafts rulings on points of order and privilege raised by Members pursuant to the Rules of the Legislative Assembly for consideration of the Speaker, Chair of Committee of the Whole or standing committee chairs.
- 3. Executive Leadership**
  - Contributes organization-wide insight, analysis and direction as a member of the Legislative Assembly's Executive Leadership Team on matters involving: the strategic direction and growth of the Institution; the development and evaluation of short-term and long-range operational strategies and plans; policy and program development; budget development, expenditure management and financial reporting and compliance; risk management; assessment of operational and financial performance; and the creation of a corporate culture of service excellence, innovation, impartiality and accountability. The Deputy Clerk is called upon regularly to perform the duties of the Clerk of the Legislative Assembly in their absence.



#### **4. Committee Leadership**

- Provides procedural advice and operational guidance directly to the Chair of the Standing Committee on Accountability and Oversight (or its' successor committee) regarding the fulfillment of that committee's mandate. This advice and guidance is critical to ensuring that the relationship between cabinet and standing committees is reflective of the healthy level of tension between the Executive and Legislative branches as envisioned in the Principles of Consensus Government. In this capacity, the Deputy Clerk oversees and provides direction to all committee staff to ensure that committees are responding to and addressing matters referred to them in a timely, consistent and responsive manner. Timeliness in the introduction and passage of the government's legislation and budgets as well as other policy and program matters referred to committees for input is essential. The Deputy Clerk is the primary point of contact for the Premier's Office, Ministers' offices and senior GNWT officials in terms of their interactions with standing committees.

#### **5. Financial Leadership and Management**

- The Deputy Clerk is responsible for proposing and managing the budgets for formal sessions of the Legislative Assembly, its various standing and special committees and the research services provided to all Members and committees. This requires the Deputy Clerk to work closely with the chairs of each standing committee and the government to assess what legislation, policies and issues will be referred to committees and what the most productive and efficient means are to seek public input and provide effective advice to government. In this capacity, the Deputy Clerk must facilitate sometimes sensitive discussions with and between committee chairs as to the reallocation of funds between committees and the making of difficult choices as to where and how committees should spend their budgets. The Deputy Clerk will, from time to time, recommend the approval of supplemental funding for committees to the Board of Management.
- The Deputy Clerk, House, Procedures and Committees is responsible for the identification, development, measurement, and reporting of appropriate performance measures relevant to the successful operation of and support to the House and its committees. These performance indicators are critical to evaluating and communicating the successful operation of the Legislative Assembly and its standing committees.

#### **6. Legislative Library**

- The Deputy Clerk is responsible for the management and direction of the Legislative Library. In this capacity the Deputy Clerk is responsible for ensuring that Library services are provided to Members and the public in accordance with modern standards and emerging information technologies. This responsibility includes the maintenance of depository status for both GNWT and Government of Canada documents as well as the keeping of historical records of the Legislative Assembly and its standing committees. The Legislative Library provides research and reference services to the Speaker,



Members, Government of the Northwest Territories, and members of the public. It meets the needs of the former health and legal libraries.

## **7. Research Services**

- The Deputy Clerk, House, Procedures and Committees is responsible for the provision of objective, apolitical and high-quality research services to Members of the Legislative Assembly and its standing and special committees. The scope of research services provided to Members and committees includes the full range of government departments, agencies, legislation, budgets and policy. Due to the influence that regular members and standing committees have over these matters in the consensus system of government, the research services provided to Members and committees can have significant impacts on the operations of government at the highest level. Provision of these services in an objective and accurate manner is essential to ensure the coherence and effectiveness of government legislation, budgets and policies and maintain confidence in the consensus system. As an officer of the Legislative Assembly, the Deputy Clerk balances the duties to all Members and the Institution as a whole and the role of standing committees in holding the executive branch to account. As such, the Deputy Clerk must effectively delegate the provision of specific research work while ensuring that it is provided in accordance with the above-noted expectations.

## **8. Transparency and Accountability**

- The Deputy Clerk, House, Procedures and Committees is responsible for ensuring that the public have access to both meetings of the House and its committees as well as the official records of those meetings. In this capacity, the Deputy Clerk provides advice and guidance to committee chairs and staff as to what matters should appropriately be held in public and in camera. The Deputy Clerk, in coordination with the Manager of Public Affairs and Communications, makes recommendations to committee chairs as to which meetings should be broadcast on the Assembly's television and social media channels.
- The Deputy Clerk must work closely with Ministers' offices to evaluate when meetings with Ministers should be held in public or in camera. Proper assessment of such situations and provision of appropriate advice is essential to maintain the quality of briefings provided to standing committees, and a positive perception of Ministers and committee members.
- The Deputy Clerk, House, Procedures and Committees is responsible for the production and publication of the Legislative Assembly's unofficial record, Hansard, as well as its official record, the Votes and Proceedings. The Deputy Clerk is responsible for establishing appropriate guidelines for the production of these documents, monitoring the quality and accuracy of the final product and ensuring they are properly stored, maintained and available to the public.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

Visual and auditory senses are often used simultaneously to perform the duties of the position.

### **Mental Demands**

The Legislative Assembly environment can be complex and demanding, particularly when the Assembly is in session. There are many competing deadlines that include certain maximum statutory time frames that dictate the overall schedule in which the incumbent must complete tasks. Meeting statutory deadlines is required for the Legislative Assembly being in compliance with its legislation and maintaining the integrity of the institution.

The incumbent deals with Members of the Legislative Assembly and other senior government officials who have different priorities and demands.

The incumbent is viewed as the expert in many areas. Resolutions and answers are expected to be delivered in a timely manner and be consistent with past precedents and relevant governing statutes and policies.

The incumbent may encounter criticism by elected officials. The incumbent is expected to maintain a high level of professionalism and positive relationships despite this.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the Westminster system of parliamentary democracy and the respective roles of the Commissioner, the Executive, the Legislative Assembly, independent statutory officers and the Courts.
- Knowledge of the concepts, principles and approaches to organizational transformation, service delivery improvements and results-based management.
- Knowledge of the principles, methods and best practices in parliamentary governance and management accountability frameworks, including ability to acquire knowledge of the role and responsibilities of the committees of the Legislative Assembly Procedural, analytical, communications and strategic planning skills
- Ability to acquire knowledge of relevant legislation, regulations and government policies



- Superior writing and verbal communications skills
- Ability to develop and maintain professional relationships
- Negotiation and conflict resolution skills
- Knowledge of customer service principles and approaches
- Ability to use a wide range of computer applications, including word processing, spreadsheet applications, and mainframe financial and human resource management systems
- Time management and organizational skills
- Individual and team management skills
- 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 university degree in public administration, political science, law or another related field plus a minimum of 8 years of relevant experience, including experience providing procedural, legal or research services to Members of a legislative Assembly or a committee, and including 3 years managing people and resources.

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