



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Intern, Committee Support Officer	
Position Number	Community	Division/Region
12-15773	Yellowknife	Office of the Clerk/HQ

PURPOSE OF THE POSITION

The Intern, Committee Support Officer (Intern) is responsible for a broad range of information, advisory and administrative services in support of Standing Committees, Members of the Legislative Assembly, the Speaker of the Legislative Assembly and Senior Management within the Office of the Clerk. This is a developmental position intended to offer an intern in-depth experience and knowledge of the operations of the Legislative Assembly and its Committees.

This Intern position will offer the incumbent a unique and inside perspective on Consensus Government, and operations of the Government of the Northwest Territories. It is expected that the complexity of assigned tasks will increase over the course of the term.

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.

Located in Yellowknife and reporting to the Manager, Committees and Advisory Services (Manager), the Intern, Committee Support Officer assists in the provision of support and advisory services to the Standing and Special Committees of the Legislative Assembly.



The Intern faces a unique challenge in terms of being apolitical in what is a highly political environment. The incumbent will need to put aside personal political beliefs and views and provide support to achieve the direction of Members and Committees.

RESPONSIBILITIES

1. Provide support to the Speaker of the Legislative Assembly, Members of the Legislative Assembly, the Clerk of the Legislative Assembly and the Office of the Clerk.

- Undertake complex research and analysis in order to provide advice and recommendations within the highly specialized field of parliamentary procedure and practice, or other topics, issues and initiatives, affecting the Speaker of the Legislative Assembly, Clerk of the Legislative Assembly, Members of the Legislative Assembly, and the Office of the Clerk.
- Provide advice, problem-solving and recommendations to Senior Management and Members of the Legislative Assembly.
- Compose and edit a wide range of documents including political correspondence, substantive legislative reports, detailed briefing notes, presentations, speaking notes, advertisements and press releases.
- Coordinate and/or participate in special projects such as the implementation of new regulations or legislation.

2. Provide support to Standing and Special Committees of the Legislative Assembly

- Write, review, edit and analyze Committee agendas, records, correspondence, terms of reference, and motions.
- Work directly with Members of the Legislative Assembly, Committee Chairs, Senior Management and Legislative Assembly staff to identify and prioritize items of business and to prepare and circulate agendas and supporting documents for each committee meeting.
- Prepare, as directed, briefing material related to Committee business.
- Build and maintain professional relationships with Members of the Legislative Assembly, Ministers' Offices, Departmental officials, Senior Management, public stakeholders and special interest groups to ensure standing Committees are able to effectively and efficiently carry out their mandates established in the Rules of the Legislative Assembly, including the oversight of GNWT departments and review of Legislation.
- Ensure the smooth flow of information between committees, Ministers' Offices, GNWT departments, Legislative Assembly staff, public stakeholders and interest groups.
- Work with Members and Chairs of Standing Committees, Senior Management, Office of the Clerk staff and others to ensure that Committee direction is implemented.



- Assist with coordinating logistics for committee meetings, including scheduling, travel, support services, advertising, public hearings, witness scheduling and preparation, circulation of written submissions, interpreters, shipping of equipment, catering, and audio-video services.
- Assist with and take responsibility for updating and maintaining Committee websites, which serve as the public record for Activities undertaken by Standing and Special Committees of the Legislative Assembly.

3. Undertake other assigned duties as required.

WORKING CONDITIONS

Physical Demands

This position works in a typical office setting, and is subject to long periods in front of a computer and extended work hours particularly during House Sitings and multi-week Committee meetings.

Environmental Conditions

The position works in a typical office setting with no unusual environmental demands.

Sensory Demands

The position must be able to maintain focused listening and concentration for long periods during Committee meetings, sometimes with members of the public or media in the room, in order to listen actively, observe body language and respond discreetly to notes and sidebar discussions from Members or staff.

Mental Demands

This position requires regular interactions with elected officials, public servants, the media and other government and non-government officials in a politically-charged environment and requires sustained tact, diplomacy and objective thinking.

There are periods of high activity in competing deadlines and heavy workload, and priorities may change quickly. Information must be presented clearly and professionally at times on very short notice and/or in a politically tense environment. Managing information of a confidential and sensitive nature can be demanding.

Some travel may be required to regional centres and small communities 1-3 times per year, for up to 2 weeks at a time. Occasional overtime is required.



KNOWLEDGE, SKILLS AND ABILITIES

- Research, writing and communication skills.
- Judgment is required in handling confidential information and recognizing the limits of one's knowledge and ability to provide advice.
- Interpersonal skills and a client service orientation to develop and maintain effective working relations with Members of the Legislative Assembly, the Clerk of the Legislative Assembly, and senior government staff in situations that are often high pressure.
- Analytical and problem-solving abilities.
- Knowledge of parliamentary procedure and practice.
- Knowledge of consensus government and the Legislative Assembly organization and decision-making processes.
- Knowledge of Northwest Territories current affairs.
- 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 Bachelor of Arts Degree in Political Science or a related field.

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