



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Legislative Assembly	Broadcasting Technician	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
12-16263	Yellowknife	House and Journal Services

## **PURPOSE OF THE POSITION**

As a member of the House Procedures and Committees team, the Broadcasting Technician assists the Broadcasting Analyst to ensure all aspects of the Legislative Assembly's broadcasting and communications system are fully operational. This position is also responsible for assisting in researching, developing, and implementing new and emerging technologies that support the Legislative Assembly's ongoing commitment to effectively reach and communicate with its Members, stakeholders, and the public.

## **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 analyze, recommend amendments to, and approve legislation and budgets proposed by cabinet. This also includes monitoring, assessing, and critiquing the activities and performance of the executive branch. This function is therefore critical to ensuring there is a forum to ensure the Northwest Territories has a responsible parliamentary democracy.

The Broadcasting Technician is located in Yellowknife and reports to the Manager, House and Journals Services, and functionally reports to the Broadcasting Analyst. The position contributes to assisting with the preparation and production of video projects, daily sessional broadcasting, and to website development.



## **RESPONSIBILITIES**

### **1. Broadcasting:**

- Assist the Broadcast Analyst with any Legislative Assembly broadcasting responsibilities, including addressing needs for Session and Committee Meetings.
- Research new ways to improve and innovate the Legislative Assembly broadcasting system.

### **2. Journals and Archiving**

- Ensure audio and video recordings of House and Committee proceedings are appropriately archived.
- Operation of SLIQ software to aid in the production of indexing materials for House proceedings.

### **3. Support of Standing and Special Committees**

- May be required to travel with Standing and Special Committees to various communities throughout the territory to provide audio-video services for meetings. Services may include audio-video recording, broadcasting as well as the provision and management of interpretation services hardware.

### **4. Legislative Assembly website:**

- Working collaboratively with the Public Affairs and Communications team to draft and review, web pages and content on the Legislative Assembly website;
- Research web streaming options for the Legislative Assembly website; and
- Responsible for the uploading of documents during Session.

### **5. Communication:**

- Communicate and interact professionally and courteously with supervisors, co-workers, Members of the Legislative Assembly, Legislative Assembly staff and the public;
- Co-operating with team members on joint projects, assisting colleagues to ensure a fair distribution of the team's workload, supporting team decisions, and sharing all relevant and useful information with them; and
- Respond promptly, courteously, and efficiently to all enquiries and expediting requests from high-profile clients.

## **WORKING CONDITIONS**

### **Physical Demands**

During Session, the Broadcasting Technician is sometimes required to work before and beyond normal office hours to assist the Broadcasting Analyst with any broadcasting issues encountered and to help them deal with these issues immediately.



### **Environmental Conditions**

Periods of high-paced activity and tight deadlines, particularly during Session, committee meetings, and special events.

### **Sensory Demands**

The Broadcasting Technician is required to track the number of varied tasks, be able to plan work effectively, and have the capacity to work with frequent interruptions daily.

### **Mental Demands**

Periods of high stress in completing deadlines and heavy workload. Managing and releasing information of a confidential and sensitive nature can be stressful. Daily, during session and committee meetings.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Technical:
  - Practical knowledge of computers and computer applications;
  - Practical knowledge of broadcasting services;
  - Familiarity or ability to acquire familiarity with social media platforms, streaming, and web video;
  - Knowledge of computer software, including word processing, desktop publishing (including graphics), database and electronic mail.
- Cognitive:
  - Ability to think critically and to make difficult choices supported by adequate research;
  - Ability to set priorities and meet pressing deadlines in a sometimes high-pressure work environment.
- 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:**

Qualified individuals will possess postsecondary education in broadcasting or a related discipline.

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