



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Research Analyst	
Position Number	Community	Division/Region
12-17011	Yellowknife	Research Services

PURPOSE OF THE POSITION

The Research Analyst (Analyst) is responsible for conducting independent and apolitical research and participating in research and data-driven activities to serve Members of the Legislative Assembly (Regular Members and Executive Council) as well as the Office of the Clerk. that inform the work of Members of the Legislative Assembly. The Research Analyst's work is used to improve the effectiveness and efficiency of Members in the performance of their duties as a Member, including representing constituents, passing laws, and holding the government to account.

SCOPE

Located in Yellowknife, the Research Analyst reports to the Manager, Research Services, and is responsible for conducting independent research on topics or issues of concern to both Regular Members and the Executive Council. The Analyst also researches bills sponsored by the Government that are before the Legislative Assembly, policy issues and initiatives, fiscal initiatives (e.g. departmental business plans, main estimates, supplementary appropriations), and strategic plans. This position may also be required to research initiatives being pursued by Committees, including conducting cross-jurisdictional reviews.

The Research Analyst is also responsible for undertaking research projects on behalf of individual Members of the Legislative Assembly. The Speaker and the Clerk's Office are also frequent clients. Committees and individual Members use research provided by the Analyst in making decisions on legislation, appropriations, and other government initiatives, and on whether and how to pursue constituency issues.

Research and speaking points, prepared by the incumbent for individual Members often form the basis for the Members' questions and statements in the House. Inaccurate or untimely



advice could have adverse political effects on the Member and can impact the credibility of the Member in the eyes of the public and other Members.

The Northwest Territories' consensus system results in Regular Members having considerably more influence over Government spending and decision-making than their provincial counterparts and a genuine power to hold Government to account. The Government is always in the minority and requires the support of Regular Members to continue in office and to bring legislation, including appropriation bills, into effect. All business plans, appropriations, and legislative and policy initiatives, as well as many program initiatives, strategic plans, and agreements are referred to Committees in draft before they are ever made public. Members' recommendations, which may be made public or kept confidential, frequently compel the Government to add or delete millions of dollars in program spending, to make significant policy changes, to initiate major mandate, policy, legislative, and program reviews, and to revise its priorities. The input of individual Members has resulted in significant substantive amendments at the Committee stage to such important statutes as the *Financial Administration Act*, the *Human Rights Act*, the *Health Information Act*, and a suite of devolution-related bills.

With their majority, Regular Members can directly, and without the consent of Cabinet, delete amounts from Appropriation Bills, defeat or significantly change any Bills before the Assembly, request investigations by the Office of the Auditor General for Canada, and remove Cabinet Members who do not perform to their satisfaction. In providing research for Members, the Research Analyst has the potential to directly affect government business plans and budgets, policy, legislation, priorities and program delivery. The credibility of the Member concerning the matter at hand depends, in large part, on the quality of the research undertaken by the Analyst and provided to the Member.

RESPONSIBILITIES

1. Provide research and analysis to individual Members of the Legislative Assembly.

- Work with Members to define and focus large research requests, to ensure Members are getting the information required to address their concerns and suggest alternatives to requests where appropriate.
- Prepare background papers; briefing notes on research initiatives; points for use in Members' statements; draft Members' Statements; and draft oral and written questions, as requested, ensuring that all such work is in keeping with parliamentary rules and conventions.
- Assist Members who seek out advice by providing tactful feedback where requested, ask questions to encourage them to work through their ideas themselves, and suggest options to the extent of personal knowledge and experience, without compromising the need for objectivity and non-partisanship.



2. Provide advice and expertise to ensure that information provided to Members and Committees meets appropriate research and statistical standards.

- Make contributions to Committee Reports and Members Statements on research outcomes, as required.
- Assist the staff of the Research and Committee Advisory Services units in evaluating materials currently before a Standing Committee.
- Develop an effective network of contacts and maintain positive relations with GNWT departmental staff to obtain and identify new sources of information.

3. Contribute to Legislative Assembly corporate initiatives.

- Lead or participate on project teams for special corporate initiatives such as the development of strategic plans, policies and/or operational procedures, transition /post-elective planning etc.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

The Research Analyst will experience long periods of intense concentration reviewing and analyzing data and must be able to rapidly switch sensory attention from one activity to the next due to the variety of files maintained and unexpected disruptions in concentration.

Mental Demands

The incumbent will be required to travel periodically, and is subject to pressure from deadlines, competing and shifting priorities, assignments from a variety of sources, and regular evaluation of the quality of work, including public scrutiny.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge about consensus government and the functions and protocols of the Legislative Assembly, including parliamentary procedure and the development of legislation and budgets.
- Knowledge of research methodologies and the ability to conduct a systematic investigation to establish facts, principles, or to collect information on a subject.



- Verbal communication skills and the ability to provide advice to Members and to explain complex concepts and information to clients in plain language.
- Active listening and interpersonal skills to build effective interactions and foster long-term positive relationships.
- Written communication skills including research reports, policy and position papers or briefing documents, and other documents related to Committee positions.
- Analytical skills to interpret and critically assess information from disparate sources including Committee direction (which may at times be unclear), financial data, policies, mandates, programs, land claim and self-government agreements, socioeconomic agreements, strategic plans, and reports and recommendations from statutory officers or outside agencies.
- Ability to use analysis to clarify information and support recommendations.
- Ability to adapt quickly and to assimilate new and complex information.
- Ability to exercise tact and diplomacy in dealing with sensitive issues.
- Ability to manage a workload that includes multiple assignments with potentially conflicting and changing priorities.
- Technological skills that include computers and related software applications.
- 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 degree in a relevant discipline such as Public Administration or Political Science and two (2) years of experience in a policy or research role.

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