



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Legislative Assembly	Deputy Clerk, Members' and Precinct Services	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
12-3129	Yellowknife	Clerk's Office/HQ

## **PURPOSE OF THE POSITION**

The Deputy Clerk, Members' and Precinct Services 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 for the management, development, implementation and maintenance of all internal and external communications and public affairs policies, programs, initiatives, financial, procurement, human resource, information technology, security, infrastructure and accountability services directly to the Speaker and Members of the Legislative Assembly, Caucus, the Board of Management, standing committees, the Clerk of the Legislative Assembly and the eight independent statutory officers of the Legislative Assembly. The position is also responsible for the management and administration of the Members Retiring and Supplementary Retiring Allowance plans.

The Deputy Clerk, Members' and Precinct Services is accountable for the provision of unified, integrated and coordinated services to the Legislative Assembly and its Members. The position provides leadership in setting and maintaining an agenda for business transformation and modernization of the Assembly's business processes, technology platforms and service delivery structures. The position is responsible for the drafting and implementation of the Assembly's business plans, capital projects and resource management requirements. The position is called upon to address and resolve ongoing issues, complaints, disagreements and other sensitive matters regarding the provision of services to Members while also promoting and influencing a client-centric approach to service delivery. The position is responsible for representing the Speaker and Board of Management in high-level meetings including the organization, support and administrative oversight of the Assembly's eight independent statutory officers.



The position advises the Legislative Assembly Board of Management on the variance of any regulation, order, directive or policy made under the *Financial Administration Act* or the *Public Service Act* in respect of their application to the Legislative Assembly or any of its employees pursuant to section 40.1 of the *Legislative Assembly and Executive Council Act*. In this capacity the Deputy Clerk, Members and Precinct Services is responsible for defending and promoting the autonomy and independence of the Legislative Assembly from the executive branch of government as well as its unique financial procedures and organizational culture.

### **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 procedural 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, Member and Precinct Services oversees staff in four functional branches – Finance and Procurement Services, Public Affairs and Communications, Sergeant-at-Arms and Facilities Management and Independent Statutory Officers. The position is also responsible for the oversight, supervision and safety of the many Pages who travel to the capital to serve in the Legislative



Assembly. As the Designated Financial Advisor (DFA) for the Legislative Assembly, the Deputy Clerk maintains a functional reporting relationship with the Comptroller General of the GNWT for financial accountability and compliance matters.

Finally, the Deputy Clerk, Member and Precinct Services is responsible for overseeing the security, safety and operations of the Legislative Assembly building and the Legislative precinct, 12 remote MLA constituency offices and two independent statutory offices in the capital. The Legislative Precinct in particular is periodically subject to heightened security requirements as the result of visiting dignitaries of the highest level, public demonstrations and local, national and international security threats.

The Deputy Clerk works closely with local, territorial and national security authorities to ensure that the Members, staff and visitors to the Legislative Assembly are able to carry on their business in a safe and secure environment without unduly limiting public access to the building.

## **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 oversees the Legislative Assembly Page program including the recruitment, training, supervision, accommodation and safety of pages from across the Territory aged 14-16.
- 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. Corporate Leadership**

- Advises and provides research and guidance directly to the Speaker, Board of Management and Clerk on the development and application of legislation, regulations, policies and directives regarding the overall operations of the Legislative Assembly and the services provided to Members. This input is critical to maintaining public trust and confidence in the management and administration of the Assembly in a manner that meets the public's high expectations for transparency and the stewardship of public funds by elected officials. In this capacity, the Deputy Clerk oversees and provides direction directly to Members on the use of their constituency work expense allowances, constituency offices, travel and accommodation benefits. Provision of consistent and prudent advice on these matters is essential to maintaining confidence in the Members and the institution.
- Responsible for human resource planning for the Legislative Assembly including the development of training and succession plans.

#### **5. Financial Leadership and Accountability**

- The Deputy Clerk leads the business planning process, guides strategic planning, establishes annual goals and objectives, prepares business plans, capital and operations estimates, and supplementary appropriations for the Speaker and Members and the Legislative Assembly. The Legislative Assembly's budget is presented directly to the Assembly during the budget session. It is not reviewed or approved by the Financial Management Board prior to inclusion in the Main Estimates.
- The Deputy Clerk is the primary liaison with the Comptroller General and is responsible for ensuring the Legislative Assembly is aligned with the executive branch business planning schedules and aware of government wide objectives and initiatives. As a representative of the Comptroller General, the Deputy Clerk ensures all financial transactions are processed in accordance with Generally Accepted Accounting Principles and applicable legislation, policies, and directives. The Deputy Clerk coordinates the production of the Legislative Assembly's annual report on Members' and Ministers' compensation, benefits, expenses and allowances, oversees and approves year-end financial reporting requirements. The Deputy Clerk builds and maintains positive working relationships with the Office of the Auditor General of Canada, the GNWT Audit Bureau and other legislatures to effectively represent and promote the interests of the Legislative Assembly.
- The Deputy Clerk is responsible for the identification, development, measurement and reporting of appropriate financial and operational performance measures relevant to the successful operation of and support to the legislative branch of government.

#### **6. Delivery of Members' Services**

- The Deputy Clerk coordinates the development, review, approval and amendment of Members' services policies (Members' Handbook), mediates and resolves Members' and



Ministers' complaints, interprets and applies policy, communicates administrative positions and decisions to Members and Ministers and provides recommendations to the Clerk and Board of Management on eligibility and compliance matters.

- The Deputy Clerk provides advice and guidance directly to Members and Ministers on indemnities, benefits, expense and allowances matters. The position must tactfully deny requests from Members and Ministers as required, to ensure that the policies established by the Board are adhered to.

## **7. Transparency and Accountability**

- The position is responsible for meeting the requirements of the Legislative Assembly and Executive Council Act with respect to the disclosure of Member's expenses and allowances. This is achieved through the drafting and tabling of an Annual Report as well as other proactive disclosures. The Deputy Clerk must work closely with Members to ensure that their financial disclosure information, including statutory declarations of residence, are accurate and assessed from a risk management perspective. Proper and appropriate disclosure of financial information is essential to maintaining confidence in Members and the Legislative Assembly, as well as the Assembly's commitment to public transparency. Proper assessment and monitoring of Members' Statutory Declarations of Residence ensures appropriate payment of allowances to Members.
- The Deputy Clerk provides advice and support services to the Independent Commission to Review MLA Compensation and Benefits and to Caucus on the feasibility and costing of its final recommendations.

## **8. Pension Plan Management and Administration**

- The Deputy Clerk has broad responsibilities with respect to the management and administration of two defined benefit pension plans established by NWT legislation. This is a unique and complex field of knowledge covering a variety of financial and risk management disciplines. The plans have combined assets in excess of \$50 million which must be invested and managed in a way to ensure that the long term obligations of the pension plans can be met. In addition to legislation, the management and administration of the plans is guided by regulation, statements of investment policies and a comprehensive governance manual approved by the Board of Management. The Deputy Clerk has primary responsibility for the drafting of these regulations, policies and manuals as well as amendments to the legislation.
- The Deputy Clerk is responsible for the recruitment, oversight and evaluation of the following plan agents and advisors:
  - Actuary
  - Plan Administrator
  - External Auditor
  - Custodian
  - Investment Advisor



- Investment Managers
- The Deputy Clerk acts as the primary liaison between the Board of Management and the above-noted agents and advisors. The position interprets and presents recommendations from them on a wide variety of matters including plan funding, investment manager structure, risk management, asset mix, plan text amendments, performance benchmarking, fees and expenses, delegation of authority and fund rebalancing.
- The Deputy Clerk prepares the annual financial statements for the pension plans, calculates the post-closing adjustments, communicates plan changes to former members, responds to inquiries and information requests from active and deferred members, coordinates the provision of plan information to the external auditor and Auditor General, monitors investment performance throughout the year and provides payment direction to the plan custodian.

## **9. Facilities and Risk Management**

- The Deputy Clerk, Members and Precinct Services coordinates preventative maintenance for two of the NWT's most prominent capital assets: the Legislative Assembly and the Prince of Wales Northern Heritage Centre. The position also leads the long-term capital planning for these buildings as well as office space for the Assembly's independent statutory officers and initiates and manages related capital and operations projects. The Deputy Clerk manages contracted services with a variety of private agencies for the provision of custodial, catering, audio-visual, Hansard, legal and security services.
- As a Member of the Capital Area Steering Committee, the Deputy Clerk is responsible for collaborating with the City of Yellowknife, Department of Municipal and Community Affairs, RCMP and Department of National Defense to manage development within the Capital Area Development Plan. The position is responsible for ensuring that the portions of the Capital Area surrounding the Legislative Assembly reflect the importance of the institution to all the people of the NWT and is reflective of their various cultures and traditions.
- The Deputy Clerk is responsible for the safety and security of Ministers, Members, staff and visitors to the Legislative Assembly in a manner reflective of northern values and customs. The position must regularly assess risks and implement appropriate mitigation measures for the building and precinct that includes the development, modification and implementation of building and precinct infrastructure, protection programs and systems, policies and operating procedures. In this capacity the Deputy Clerk liaises directly with the RCMP and City Municipal Enforcement. The Deputy Clerk is responsible for drafting, updating and implementing a comprehensive security plan for the building, precincts and its occupants. Related to this is the drafting and implementation of a business continuity plan to ensure that the business of government can continue in the event of a disaster.



- The Deputy Clerk oversees the development, operation and maintenance of the security and safety monitoring systems of the Legislative Assembly.
- The Deputy Clerk assists Members in identifying, leasing and furnishing accommodation in the capital and constituency offices in communities across the NWT.

#### **10. Oversight and Support to Autonomous Officers of the Legislative Assembly**

- Through legislation, the Legislative Assembly has established a number of autonomous officers to assist it in monitoring the activities of government and holding it to account. In some cases, these offices perform quasi-judicial functions. They are:
  - The Information and Privacy Commissioner
  - Elections NWT
  - The Languages Commissioner
  - The Integrity Commissioner
  - The Equal Pay Commissioner
  - The Human Rights Commission
  - The Human Rights Adjudication Panel
  - The Office of the Ombud
- While these offices must fulfill their duties independent from influence from government and the Legislative Assembly, they are appointed by the Assembly and report to it through the Speaker, receive their budgets from the Assembly's appropriation and rely upon it for a wide range of administrative support services. In the case of Elections NWT and the Human Rights Commission, the employees are members of the public service and nominally part of the Assembly's staff complement.
- The Deputy Clerk is the primary liaison between the Speaker and these autonomous officers and provides them with executive and strategic advice. The Deputy Clerk assists them with the establishment of their annual budgets within the constraints established by the Board of Management, provides financial reporting and procurement advice, advises on compliance with territorial policy and legislation including the *Official Languages Act*, *Financial Administration Act*, *Ombud Act*, *Human Rights Act* and *Public Service Act*, ensures they are provided with the physical space and equipment required to fulfill their respective mandates in an efficient manner and communicates Board of Management direction directly to them.
- When concerns arise with respect to the performance of any of these autonomous officers, the Deputy Clerk takes the lead on advising both the Board and the officers themselves as to any corrective action that may be required.
- The Deputy Clerk is responsible for the implementation and start-up of newly-established statutory offices including the establishment of the NWT's first Office of the Ombud.



## **11. Public Affairs, Communication**

- The Deputy Clerk is responsible for the management and direction of the development, implementation and maintenance of all internal and external communications and public affairs policies, programs, initiatives and activities for the Legislative Assembly of the Northwest Territories. The Deputy Clerk is responsible for the oversight and implementation of an overall communication plan for the Office of the Clerk that addresses the communications needs and objectives of Members, Standing Committees and the Assembly as an institution, and which provides education and visitor services programs and public relations strategies. The Deputy Clerk is also responsible for the strategic direction of the Assembly's policies and business processes related to the provision of effective communications.
- This position is also responsible for oversight and leading the strategic direction on researching, developing, and ensuring the implementation of new and emerging technologies that support the Legislative Assembly's ongoing commitment to effectively reach and communicate with its Members, stakeholders, media, and the public. The multifaceted communications approach adopted by the Legislative Assembly provides broad saturation over a large geographical area in order to reach all residents of the Northwest Territories. The Legislative Assembly is committed to ensuring that the public is well informed and has access to Legislative Assembly proceedings.

## **12. Information and Communications Technology and Services**

- The Deputy Clerk oversees the development, operation and maintenance of the information and communications systems of the Legislative Assembly. This includes computer hardware and software, the telephone system, chamber and committee room audio visual systems, security and safety monitoring systems, and the Legislative Assembly broadcasting system. The latter is a complex system involving the distribution and redistribution via satellite of the Assembly's proceedings to every community in the Northwest Territories in each of its official languages under a negotiated CRTC license exemption.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual demands.

#### **Sensory Demands**

Visual and auditory senses are often used simultaneously to moderately intense degrees 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 Legislative Assembly being in compliance with its legislation and maintain 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.

### **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, theories and principles of management and public administration, including the various dimensions of managing financial, information technology, real property, human resources, security and library functions.
- Ability to acquire knowledge of the strategic business and operational demands of the Legislative Assembly, its committees and Members, of the business models and infrastructures supporting service delivery across various functions, to provide executive management and policy direction to Assembly service delivery.
- Ability to acquire knowledge of the legislation, regulations, policies and instruments governing benefits and entitlements for Members and public disclosure requirements as well as best and evolving practices from other Canadian and international parliaments.
- 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 Legislative Assembly Board of Management..
- Analytical, interpretive 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 Generally Accepted Accounting Principles (GAAP).
- Knowledge of and skilled in pension plan governance.
- Knowledge of actuarial principles and the fundamentals of pension plan management and asset investments.
- Knowledge of financial and human resource management and best practices.
- 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 commerce, business, economics, or a related field, or a formal accounting designation; with a minimum of 8 years of experience in a financial and human resource management field, including a minimum of 3 years management 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