



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Manager, House and Journal Services	
Position Number	Community	Division/Region
12-4376	Yellowknife	House and Journal Services/HQ

PURPOSE OF THE POSITION

As Clerk of Journals, the incumbent is responsible for the official records of the Legislative Assembly including the production and publication of Hansard and the Votes and Proceedings. The Votes and Proceedings, produced in both English and French, are the official legal record of what occurs in the Legislative Assembly. Future assemblies and the Courts rely upon the Votes and Proceedings as an accurate, complete and legal record of motions and legislation adopted. Hansard serves as a near verbatim transcript of the proceedings of the Assembly. The Courts use Hansard to assist in interpreting and applying laws. Members of the Assembly rely on Hansard to be an accurate reflection of their public statements on all matters in the Assembly. The Incumbent is also responsible for provision of broadcasting and audio-video services for proceedings of the House and public meetings of Standing and Special Committees, as appropriate, and other functions of the Northwest Territories Legislative Assembly, as required.

The Manager, House and Journal Services is the primary procedural advisor to the Deputy Clerk, House Procedure and Committees (Deputy Clerk) on matters of procedural and logistical services provided to the Speaker, Clerk and Members of the Legislative Assembly. As the Deputy Clerk advises the Chair of Committee of the Whole, the Manager, House and Journal Services is the primary contact for Members seeking independent procedural advice on matters arising in Committee of the Whole.

As the head of the House Support, Journals and Broadcasting team, the Manager of Journals is responsible for coordinating the delivery of consistent, impartial, and expert procedural, logistical and engagement advice to the Standing Committee on Rules and Procedures and individual Members. The incumbent is also responsible for ensuring that the meetings and work of Committee is completed openly and transparently, and that the proceedings and



outcomes of these meetings are available to the public by way of advance notice and broadcasting where appropriate.

These duties are carried out based on extensive knowledge of the *Legislative Assembly and Executive Council Act* and its regulations, the *Rules of the Legislative Assembly*. This requires an extensive understanding of the processes, principles and conventions of consensus government, and parliamentary procedure.

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.

Located in Yellowknife and reporting to the Deputy Clerk, House, Procedures and Committees, the Manager, House and Journal Services directly supervises four staff: the Broadcasting Analyst, Broadcasting Technician, Chamber Supervisor, and the Hansard Editor, all of whom provide services to Members. The incumbent also supervises summer students or interns working in this area.

The Manager, House and Journal Services provides direct support to the Northwest Territories Legislative Assembly Standing Committee on Rules and Procedures. In providing this support, the incumbent interacts with: Members of the Legislative Assembly; Cabinet Ministers, Deputy Ministers and departmental senior management staff; the Speaker; the Clerk; other staff of the Legislative Assembly; statutory officers of the Legislative Assembly; senior officials within the departments, boards and agencies of the Government of the Northwest Territories, staff in other legislatures; other levels of government; community organizations; non-governmental organizations, industry representatives; and the general public. The Manager, House and Journal Services also acts as a liaison on behalf of the Committee with witnesses, stakeholders and members of the public appearing before or making representations to the Committee.

The incumbent must function at an expert level and is accountable for providing strategic, procedural support services to the Speaker, Clerk, Deputy Clerks, Chairs, Committees and Members. The Manger, House and Journal Services is an expert resource for Committee Clerks seeking procedural advice and support, and they must be able to solve complex problems brought to them by the Committee Clerks. The incumbent is responsible for mentoring, developing and training procedural and other support staff at the Assembly.



As Clerk of Journals, this position is also responsible for the preparation and production of Hansard, the near verbatim reporting of the proceedings and debates in the Legislative Assembly of the Northwest Territories and the Committee of the Whole. The incumbent manages the contract which provides for the transcription and production of Hansard. The incumbent also supervises the Hansard Editor. The accuracy of Hansard is critical, as it can be used as an interpretative tool by the Courts to resolve disputes about laws.

As Clerk of Journals, the incumbent is responsible for the preparation, production and distribution of the Votes and Proceedings, the official record of the Legislative Assembly of the Northwest Territories. This is the official record of activities undertaken in the Assembly.

The Manager, House and Journals Services exercises spending, full payment and commitment authorities and regularly assumes standing acting responsibilities for the Deputy Clerk, Procedures and Committees.

The duties of this office are carried out in accordance with the *Legislative Assembly and Executive Council Act*, the *Rules of the Legislative Assembly of the Northwest Territories*, *Financial Administration Act*, *Retiring Allowances Act* & the *Supplementary Retiring Allowances Act*, and *Public Services Act*.

RESPONSIBILITIES

1. Leadership and Management of Staff.

- The Manager, House and Journal Services is expected to direct, lead, mentor and coach the House and Journals team on the execution and delivery of their work, including motivating staff through complex assignments to ensure quality of services provided to clients and development of staff abilities. The Manager will establish priorities and performance objectives for the House Support, Journals and Broadcasting teams. The incumbent is also expected to manage and plan for, the fiscal and human resource requirements to complete the work assigned to the incumbent and the House Support, Journals and Broadcasting team. The Manager will also establish, monitor and report on performance measures and objectives.

2. Provide Procedural Advice and Support to Committees and Committee Staff.

- The incumbent serves as the primary point of contact for the Standing Committee on Rules and Procedures. All individuals and organizations having business with the committee, including Ministers, other elected officials, Deputy Ministers and other members of the public service, statutory officers, stakeholders and the public will all interact primarily with the incumbent. The incumbent is tasked with managing the



Committee's time and agendas to ensure they are meeting statutory deadlines, and complete items referred to them or taken up on their own initiative.

- The incumbent will provide expert, apolitical procedural advice to all Committee staff to ensure that all Standing and Special Committees of the Legislative Assembly are provided with consistent and appropriate procedural support.

3. Perform the duties of a Clerk-at-the Table and Officer of the Legislative Assembly, when the Assembly is in session:

- The Manager, House and Journal Services will attend formal sittings of the Legislative Assembly and provide parliamentary advice and support directly to the Speaker, the Chairs of Committee of the Whole, and all Members of the Legislative Assembly.
- The incumbent is expected to monitor House debates to ensure the Rules of the Legislative Assembly and the principles of parliamentary procedure are adhered to and applied consistently and fairly. When procedural issues arise during proceedings of the House or Committee of the Whole, the Manager, House, and Journal Services is expected to provide procedural advice to the Speaker, Chair of Committee of the Whole, Members of the Legislative Assembly, Clerk of the Legislative Assembly or Deputy Clerks, as required.

4. Ensure that the proceedings of the Legislative Assembly and Committees are open, transparent and that accurate records are produced and accessible to the public.

- The Manager, House and Journal Services has primary responsibility for ensuring that the public has access to both meetings of the House and its Committees, as well as the official records of these meetings.
- As Clerk of Journals, the incumbent is responsible for the production and publication of Hansard and the Votes of Proceedings within established guidelines for the production, quality, accuracy, and public of these documents.
- The Incumbent is also responsible for overseeing the provision of broadcasting and audio-video services for proceedings of the House and public Meetings of Standing and Special Committees, as appropriate. This includes supervising a broadcasting team, which manages:
 - Planning, development, and installation of broadcasting networks within the legislative assembly;
 - the legislative assembly's broadcasting program; and
 - interpretation hardware used for proceedings of the House and its Committees;
 - Ensure audio and video materials meet accepted standards.

5. Act as a liaison with parliamentary clerks and table officers in the legislatures of other territorial, provincial, national, and international jurisdictions, to foster consultation and collaboration on matters of common interest, including the sharing of professional experiences and best practices.



- The incumbent will be required to represent the Legislative Assembly by attending, and when invited, participating in inter-parliamentary conferences hosted by other jurisdictions.

6. Contribute to and/or facilitate corporate initiatives.

- The incumbent will be expected to contribute to, facilitate or assist with facilitating corporate initiatives within the Legislative Assembly. This would include participation in caucus planning sessions where priorities for Members and Committees are set. The incumbent will lead or participate on project teams for special corporate initiatives including transition and orientation planning with each new Assembly. The Manager will draft public documents, prepare briefing notes, oversee the work of consultants, and participate in senior management discussions on business plans, policies, legislation and other day-to-day issues.

WORKING CONDITIONS

Physical Demands

This position is subject to long periods in front of a computer and extended work hours particularly during House Sittings and multi-week Committee meetings.

Environmental Conditions

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

Sensory Demands

This position must be able to maintain focused listening and concentration for long periods during Committee meetings and House sittings, while observing body language, and often being distracted from the proceedings by Members wishing to have side conversations with the position and maintaining the official records of the proceedings.

Mental Demands

Competing demands around deadlines can lead to a degree of mental fatigue and stress.

During periods where the Legislative Assembly is in session and the Standing Committees are meeting, the level of mental stress may significantly increase due to heavy workload and requirement for prolonged concentration. Must be able to gracefully handle sometimes harsh and unfair criticism by elected officials, which may occasionally take place in public meetings, and to coach staff who may be subjected to the same.



KNOWLEDGE, SKILLS AND ABILITIES

- Detailed knowledge of the Legislative Assembly and Executive Council Act and its regulations, the Rules of the Legislative Assembly, the processes, principles and conventions of consensus government, and parliamentary procedure;
- Knowledge of territorial and national social, economic and political issues, and particularly as they relate to the people, culture, and government of the NWT;
- An understanding of the legislative and government appropriation processes;
- Ability to analyze, interpret and critically assess information, including legislation, policies, territorial/federal and departmental initiatives, departmental business and strategic plans and departmental funding requirements that are being proposed through the main and supplementary estimates process.
- Demonstrated ability to undertake politically sensitive projects or to work in highly charged emotional and political atmosphere in a diplomatic and sensitive manner.
- Leadership skills, including the ability to participate as a member, and lead a team;
- Human resource management skills;
- Verbal and written communication skills;
- Time management and organizational skills;
- Thorough understanding of computer applications including in-depth knowledge of Microsoft Excel, Word, Power Point.
- 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:

Completion of a Bachelor of Arts Degree in Political Science, Public Administration and/or one of the Social Sciences combined with 2 years of management experience and 5 years of experience providing advice to Committees or similar boards or agencies, senior officials, and decision-makers within a political environment.

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