



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Legislative Assembly	Manager, Committee and Advisory Services	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
12-7244	Yellowknife	House, Procedures and Committees

## **PURPOSE OF THE POSITION**

As the head of the Legislative Assembly Advisor and Committee Clerk team, the Manager, Committee, and Advisory Services (Manager) is responsible for research, writing, analysis, procedural, administrative, logistical and advisory services to Standing and Special Committees, individual Committee Members, the Speaker, and the Clerk. The Manager is responsible for coordinating the delivery of consistent, impartial, and expert procedural, logistical, and engagement advice to all Standing and Special Committees of the Legislative Assembly and individual Committee Members.

The Manager must ensure while managing both Legislative Assembly Advisor and Committee Clerk staff, that clients receive high-quality information and advice to assist in their decision-making and that positions and decisions taken are clearly and appropriately reflected in reports, correspondence, or speaking notes as required. This position carries out its responsibilities following political direction, parliamentary protocols and procedures, Board of Management policies, and the *Legislative Assembly and Executive Council Act*.

The Manager, Committee and Advisory Services is the key advisor to the Deputy Clerk, House, Procedures, and Committees (Deputy Clerk) for all information and analysis that is provided to Committees and Members in the execution of their parliamentary Committee duties. The Manager provides the Deputy Clerk with procedural and logistical services that support the Speaker, Clerk, and Members of the Legislative Assembly. The Manager provides advisory support to the Chair of the Accountability and Oversight Committee and is the primary contact for Members seeking policy advice on matters arising in the Accountability and Oversight Committee.

The Manager is also responsible for managing Legislative Assembly Advisors and Committee Clerks and ensuring that the advice, analysis, and information provided to Committees and



Members is accurate, balanced, and apolitical, reflective of the Legislative Assembly's important role in serving the Members in their duties as parliamentarians, but not as political actors.

## **SCOPE**

The Legislative Assembly is one of the three distinct and autonomous branches (Legislative, Executive and Judicial) of the Government of the Northwest Territories (GNWT). 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 (NWT).

Located in Yellowknife and reporting to the Deputy Clerk, House Procedures and Committees (Deputy Clerk), the Manager, Committee, and Advisory Services supervises three Legislative Assembly Advisors, two Committee Clerks, as well as any interns or summer students working in this division. Each Legislative Assembly Advisor and Committee Clerk is assigned to support specific Standing and Special Committees in order to carry out their duties.

The Manager works directly with Members, Government officials and Ministerial offices with little supervision and must be impartial, knowledgeable, and trustworthy.

Standing Committees use research, information, analysis, and advice provided by the incumbent in making decisions on legislation, appropriations, and other government initiatives. Members rely upon the Manager to provide advice on how to pursue constituency issues.

The Manager of Committees and Advisory Services works closely with the Manager of Research to ensure Committee requests remain separate from individual Member requests and to ensure cross-over of information between staff where appropriate.

Information provided to clients is drawn from several sources, including GNWT departments, media, interest groups, other Canadian and international governments, academic publications, and the Manager's or Advisor's corporate knowledge. Analysis involves determining what information is needed, comparing initiatives with past practices and practices in other jurisdictions, analyzing legislation, and providing suggestions of issues and questions Committees may wish to pursue to better understand the matters before them. The information and analysis must be consolidated into clear briefing notes for oral and/or written presentation.

The Manager is expected, on Committee direction, to negotiate with senior Government officials to determine the workability of committee recommendations or actions under consideration, to develop language on motions, recommendations, and other expressions of political will that



allow for support by both Government and Regular Members, and to manage large information requests. The failure to provide these services objectively and accurately can reduce the coherence and effectiveness of government legislation, budgets, and policies and erode confidence in the consensus system.

The scope of advice covers the full range of activities of the GNWT and its agencies, the activities of statutory officers of the Legislative Assembly, and any initiatives of other levels of government, the private sector and the non-governmental sector that are of interest to clients.

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, Committees 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 Manager must function at an expert level and is accountable for providing strategic, procedural support services to Committees and Members. The Manager, Committees and Advisory Services is the first-person Committee Clerks will turn to for procedural advice and support, and they must be able to solve complex problems brought to them by the Committee Clerks they supervise. Mentoring, developing and training Committee Clerks is a key function of this position. The incumbent also manages the keeping of the official Committee records of the Legislative Assembly.

The Northwest Territories' consensus system results in Standing Committees and 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 Committee Members' support 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 and agreements, are referred to Committees in draft before they are ever made public. Committee recommendations, which may be public or confidential, frequently compel 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. With their majority, Committee Members are able to 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 of Canada, and remove Cabinet Members who do not perform to their satisfaction. The



Committee briefing notes prepared and presented by the incumbent and the Research Section therefore directly affect government business plans and budgets, policy, legislation, priorities and program delivery.

Committee priorities, positions and recommendations are reflected in strategy documents, reports and correspondence written by the Manager and Legislative Assembly Advisors. In order to obtain direction for the contents of these documents, and where possible assist Committees in reaching consensus, the Manager, Legislative Assembly Advisors, and Committee Clerks must often play a facilitation role, which demands political and interpersonal sensitivity and superior verbal communication skills in dealing with elected officials with widely diverging and sometimes unclear positions. Writing the documents also demands skillful drafting techniques in order to capture the views of all Members to their satisfaction. Staff also draft speaking notes for Committee Chairs which are presented in the Legislative Assembly. The research, writing and analysis produced by the staff impacts on public perception of Committees, individual Members and the Legislative Assembly generally.

Information, analysis and parliamentary processes that the Manager, Assembly Advisors, and Committee Clerks provide to individual Committee Members are often the basis for their questions and statements in the House, and impact on their credibility in the eyes of the public and other Members. Some Members, especially those who are newly elected, rely heavily on the advice of the Manager and Advisors, and the incumbent must therefore act with a heightened sense of tact, protocol and judgment, and ensure that staff do the same.

## **RESPONSIBILITIES**

### **1. Leadership and Management of Staff.**

- Lead, mentor and coach the Legislative Assembly Advisors and Committee Clerks 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.
- Establish priorities and performance objectives for Advisors and Clerks, and receive and assign all requests for assistance from Members to Staff.
- Manage and plan for, the fiscal and human resource requirements to complete the work assigned to the Manager Legislative Assembly Advisors and Committee Clerks.
- Establish, monitor and report on performance measures and objectives.

### **2. Develop and maintain effective working relationships with Members, Committees and senior government officials.**

- Develop and maintain effective working relationships with Members and Committees such that they hold confidence in the information, analysis and advice being presented. Without this confidence, the Manager would be unable to complete their duties.



- Maintain strong working relationships with their counterparts across government, such as Ministerial Special Advisors, and Directors of Policy and Legislation. This working relationship is important to the free flow of information from Departments to respond to Committees' research requests, as well as the ability to assess, discuss and obtain support for amendments to legislation that achieve the goals and direction of Committees.
- 3. Provide Procedural Advice and Support to Committees and Committee Staff.**
- Serve as the primary point of contact for their assigned Committee. 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.
  - Manage 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.
  - Direct and manage the activities of Committee Clerks to ensure that they provide high quality, apolitical and accurate advice and support to Committees.
- 4. Ensure committee advisory services are impartial, confidential and meet the expectations and needs of clients, and ensure effective information services in accordance with expectations set by the Board of Management and the Clerk.**
- Establish standards, practices and procedures to ensure that the research, information, analysis and advice provided to Members and Committees is of the highest quality, impartial and confidential.
  - Monitor the work of the Advisors to ensure that these standards are being met, and the practices and procedures followed.
  - Identify and communicate the expectations for services established by the Board of Management, the Clerk and the Deputy Clerk, Procedures and Committees.
- 5. Ensure that the proceedings of the Legislative Assembly and Committees are open, transparent and that accurate records are produced and accessible to the public.**
- Have 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 this meetings. This requires providing advice to Committee Chairs as to when meetings should be held in public or in camera.
- 6. Provide research, writing, analysis and advice to Committees**
- Analyze and critique legislative proposals, Bills and other initiatives and the annual appropriations and capital budgets. The Manager must be able to quickly analyze large amounts of information and prepare and present briefing notes on legislation, appropriations, and other Government initiatives as requested by Committees.



- Obtain direction from Committees, and draft Committee reports and correspondence in accordance with that direction.
- Work with the Law Clerk and senior Government officials to assess the practicality of, and prepare motions to amend Bills. Finally, the Manager must advise Committees and Members on options for raising issues in public and/or confidential forums while maintaining objectivity.

**7. Contribute to and/or facilitate corporate initiatives.**

- 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.
- Lead or participate on project teams for special corporate initiatives including transition and orientation planning with each new Assembly.
- Draft public documents, prepare briefing notes, oversee the work of consultants and participate in 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, while observing body language, and often being distracted from the proceedings by Members wishing to have side conversations with the position. The demands are particularly intense when the position is acting as a facilitator.

**Mental Demands**

There are periods of high activity in competing deadlines and heavy workload, as Committee workloads are substantial and deadlines are set by the Rules of the Legislative Assembly. Managing and releasing information of a confidential and sensitive nature can be demanding. This position 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**

- Knowledge of the Legislative Assembly and Executive Council Act and its regulations.
- Knowledge of the people, culture, and government of the NWT, and the principles and processes of consensus government.
- 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.
- Ability to undertake politically sensitive projects or to work in highly charged emotional and political atmosphere in a diplomatic and sensitive manner.
- Legislative analysis and interpretation skills.
- Research, problem solving, analytical and evaluation skills.
- Political sensitivity, diplomacy and facilitation skills.
- Leadership skills.
- Human resource management skills.
- Verbal and written communication skills.
- Time management and organizational skills.
- Proficiency in computer applications including 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 degree in Law, Public Administration, Political Science, Economics or a related discipline, combined with five (5) years of experience including some or all of the following: public sector policy and/or legislation development, legislative drafting, work for elected officials, and northern political and public policy issues, and one (1) year of 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