



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Manager, Research and Advisory Services	
Position Number	Community	Division/Region
12-7244	Yellowknife	Procedure and Committees/HQ

PURPOSE OF THE POSITION

As the head of the Research and Committee Advisor team, the Manager, Research and Advisory Services is responsible for research, writing, analysis and advisory services to Standing and Special Committees, individual MLAs, the Speaker and the Clerk. The incumbent must ensure these 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 in accordance with political direction, parliamentary protocols and procedures, Board of Management policies, and the *Legislative Assembly and Executive Council Act*.

The Manager, Research and Advisory Services is the key advisor to the Deputy Clerk, Procedures and Committees for all information and analysis that is provided to Committees and Members in the execution of their parliamentary duties. The Manager is also responsible for managing Advisors 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 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 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.

Located in Yellowknife and reporting to the Deputy Clerk, Procedures and Committees, the Manager, Research and Advisory Services directly supervises three Legislative Assembly Advisors, and one Senior Research Analyst, as well as any interns or summer students working in this area. Each Advisor is assigned to specific Standing and Special Committees, as well as completing projects for individual Members assigned to them by the Manager. The Senior Research Analyst conducts research for corporate and committee projects, as well as research projects for individual Members assigned to them by the Manager. In order to carry out their duties, staff deal directly with Members and other clients with little supervision and must be impartial, knowledgeable and trustworthy.

Committees and individual Members use research, information, analysis and advice provided by the incumbent in making decisions on legislation, appropriations and other government initiatives and on whether and how to pursue constituency issues. The Manager must provide these services directly to clients with little or no supervision from the Deputy Clerk, Procedures and Committees.

Information provided to clients is drawn from a number of sources, including GNWT departments, media, interest groups, other Canadian and international governments, academic publications, and the Manager's or Advisor's own 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 in order 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 and Advisors are 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 which will allow for support by both Government and Regular Members, and to manage large information requests. The failure to provide these services in an objective and accurate manner 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 non-governmental sector that are of interest to clients. Primary clients are Standing and Special Committees and individual Members of the Legislative Assembly. The Speaker and Clerk of the Legislative Assembly are frequent clients.

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 Advisors. In order to obtain direction for the contents of these documents, and where possible assist Committees in reaching consensus, the Manager and Advisors 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 and individual Members, 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 speaking points the Manager and Advisors provide to individual 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.

- The Manager is expected to lead, mentor and coach the Legislative Assembly Advisors 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 Advisors, and will receive and assign all requests for assistance from Members to Advisors. The incumbent is also expected to manage and plan for, the fiscal and human resource requirements to complete the work assigned to the Manager and Advisors. The Manager will also establish, monitor and report on performance measures and objectives.

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

- The Manager is expected to 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. Further, the Manager is expected to maintain strong working relationships with their counterparts across government, such as Directors of Policy and Legislation. This working relationship is important to the free flow of information from Departments to respond to Members' 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. Ensure research and 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.

- The Manager is responsible for establishing 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. The Manager will monitor the work of the Advisors to ensure that these standards are being met, and the practices and procedures followed. The incumbent is responsible for identifying and communicating the expectations for services established by the Board of Management, the Clerk and the Deputy Clerk, Procedures and Committees.

4. Provide research, writing, analysis and advice to Committees and individual Members.

- The incumbent is expected to analyze and critique legislative proposals, Bills and other initiatives and the annual appropriations and capital budgets. The incumbent 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 Members and Committees. The Manager, Research and Advisory Services must be able to obtain direction from Committees, and draft Committee reports and correspondence in accordance with that direction. The incumbent will 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.

5. 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 management discussions on business plans, policies, legislation and other day to day issues.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

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

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. 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;
- Sound knowledge of the people, culture, and government of the NWT, and the principles and processes of consensus government
- In depth understanding of the legislative and government appropriation processes;
- Excellent legislative analysis and interpretation skills;



- Sound research, problem solving, analytical and evaluation skills;
- Demonstrated political sensitivity, diplomacy and facilitation skills;
- Excellent leadership skills;
- Excellent human resource management skills;
- Exceptional verbal and written communication skills;
- Excellent 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 degree in Law or a Master's degree in Political Science, Economics or a related discipline, combined with 2 years of management experience and 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.

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