



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Legislative Assembly	Executive Assistant to the Speaker of the Northwest Territories	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
12-7660	Yellowknife	Legislative Assembly

## **PURPOSE OF THE POSITION**

The Executive Assistant to the Speaker of the Northwest Territories (Executive Assistant) is solely responsible for the overall operation and management of the Speaker's Office and managing transitions between Speakers. On average a new Speaker is elected every four years, however in some Assemblies, there have been two to three Speakers within one four year period. The Executive Assistant ensures that new Speakers are appropriately orientated to their duties and obligations. The Executive Assistant researches, analyses, proposes, and maintains policy instruments and other materials necessary to the Office's programs and processes. The position ensures that a permanent record of the operations of the Speaker's Office is maintained within the Legislative Assembly.

This position serves as the Speaker's Office's primary contact for the public, Legislative Assembly, Government of the Northwest Territories (GNWT) departments and agencies, the Government of Canada, and foreign dignitaries. The incumbent is responsible for promoting, in keeping with GNWT legislation, policies and programs, a consistent approach to, and role for, the Speaker's Office within the Northwest Territories and on the national level.

This position is also responsible for supporting the Speaker for various events and activities including assisting with ceremonial events and official visits, and supporting the Speaker in their role as Chair of the Commonwealth Parliamentary Association – Northwest Territories Branch.

## **SCOPE**

Located in Yellowknife and reporting to and supervised by the Clerk of the Legislative Assembly, the Executive Assistant to the Speaker of the Northwest Territories is an employee of the Legislative Assembly who also has a day-to-day, operational reporting relationship to the



Speaker. At times, the Executive Assistant may be required to defend GNWT practices and procedures to a Speaker who is not, strictly speaking, subject to the same GNWT practices and procedures, as the Speaker holds, maintains and protects the privileges of the Legislative Assembly. The Speaker exercises those same privileges on behalf of Members of the Assembly. These privileges are legally protected by statute, have been recognized by courts across Canada and are designed to protect Members of the Assembly from the abuse of power by the Executive Branch of Government.

The Speaker's position is established by statute, and no business can be conducted until a Speaker is elected. The Speaker is a Member of the Legislative Assembly (MLA) elected by all MLAs by ballot to maintain orderly debate in the Chamber and to ensure that members conduct their business according to parliamentary rules. The Speaker is the first person chosen by Members, before a Premier or Members of the Executive Council are chosen. The Speaker must serve all MLAs equally whether they are a regular member or Cabinet Minister, and all MLAs must accept that authority. The Speaker's Executive Assistant must also be seen as neutral, non-partisan and fair to all Members regardless of their role in the Assembly.

The Speaker is also the head of the Legislative Assembly Office. Although Speakers are not members of Cabinet and the Legislative Assembly Office is not a government department, the Speaker's administrative duties are like those of a Cabinet Minister. The Speaker also chairs the Board of Management, which functions similar to Cabinet and the Financial Management Board.

## **RESPONSIBILITIES**

### **1. Provides advice, research, analysis and writing support.**

- Researches to respond to questions asked by, or of, the Speaker.
- Drafts official responses to media, businesses and government inquiries as directed.
- Researches and drafts speeches, letters and occasional presentations for the Speaker's approval and delivery.
- Researches, proposes and adapts best practices, guidelines, policies and precedents from other jurisdictions, particularly as they relate to diplomatic and ceremonial duties to apply to the unique system of government in the Northwest Territories, where only one other jurisdiction and a handful around the world, operate in the same manner.
- Solicits subject specific information from the Assembly's statutory officers.
- Develops analytical and other research material to support advice provided.
- Prepares and provides briefings to the Speaker and Clerk about the results of research or analysis.

### **2. Provides communications support.**

- Develops and maintains open communication lines with media representatives.
- Develops, drafts and provides content updates to the official website of the Office to the



Speaker, housed on the Legislative Assembly's website.

- Participates in the development of official statements in response to situational inquiries.
- Responds to public and intergovernmental inquiries about the Speaker and Speaker's Office.
- Develops, proposes, and organizes activities to promote and enhance the public image and identity of the Speaker and the Speaker's Office, including the maintenance of annual activities suitable for Speaker participation.

### **3. Provides planning, organizing, and coordinating functions for the Speaker.**

- Plans, negotiates content of programs, organizes logistics and implements approved programs for official visits and special or ceremonial events hosted by the Speaker.
- Coordinates and/or leads special events, significant anniversaries on behalf of the Speaker.
- Maintains a calendar of Speaker's functions and obligations.
- Manages the Speaker and building room calendar to schedule committee meetings, member requests and Great Hall events.
- Prepares documents for the Speaker to use during Session and for meetings ensuring materials are complete and ready in a timely and appropriate fashion.
- Prepares and reviews correspondence for completeness and accuracy, respond directly to the inquires using approved content within Legislative Assembly policies and standards.
- Manages a Bring-Forward (BF) system to ensure that responses, deliverables and actions are completed in a timely fashion.
- Prepares programs and agendas for ceremonial events.
- Logistic arrangements, including but not limited to travel and accommodations, and hosting arrangements.
- Travels with the Speaker, when necessary, depending on the nature of the event.
- Attends annual meetings of the Canadian Parliamentary Association and Presiding Officers Conference as necessary.
- Monitors the travel budget and expenditures.

### **4. Plans, organizes and coordinates the operation of the Speaker's Office.**

- Arranges for and maintains appropriate contacts with community and Indigenous Government Organizations for official duties of the Speaker.
- Maintains appropriate contacts within the Assembly, other Speaker's Offices across Canada, and provide logistical, administrative and policy support to the Northern Speakers' Forum.
- Researches and responds to requests for information about national and international protocol procedures and practices, precedence, cross-cultural etiquette and visit planning, etc.



- Provides and administers interpretation of NWT Table of Precedence including appropriate acknowledgement and speaking order and seating plans at ceremonies and events.
- Advises on protocol for Indigenous components at events i.e. gifts, Indigenous ceremonies, and speaking order.
- Provides advice regarding gift-giving protocols, including selection, presentation, documentation and appropriate values for protocol gifts.
- Advises the Speaker on planning and organization of other events and matters of etiquette, including forms of address, flag etiquette and particular ceremonies.
- Assists the Speaker in their role as President of the Commonwealth Parliamentary Association – Northwest Territories Branch.

**5. Provides direct support to the Northwest Territories Honours Advisory Council and the Order of the Northwest Territories.**

- Coordinates the nomination, review and award process for the Order of the Northwest Territories pursuant to legislation.
- Liaises with the Chair and Members of the NWT Honours Advisory Council and the Officer of the Commissioner with respect to the performance of their responsibilities under the *Territorial Emblems and Honours Act*.
- Organizes the investiture ceremony for people admitted to the Order of the Northwest Territories.
- Prepares official statements describing why individuals have been nominated and/or selected for admission into the Order of the Northwest Territories that become historical documents and a public record of the achievements of outstanding individuals in the Northwest Territories.

**6. Assists with the organizations of ceremonial events and official visits to the Assembly by visiting dignitaries to the Northwest Territories.**

- Supports the planning and negotiation of programs, organize logistics and implement approved programs for official visits and special or ceremonial events hosted by the Legislative Assembly.
- Assists with the coordination of special events, significant anniversaries, or commemorative years on behalf of the Legislative Assembly.
- Participates as needed on committees for visits/events in which the Legislative Assembly is involved.
- Supervises casuals to work on specific visits or special protocol-related projects.
- Prepares presentations, documents or correspondence on behalf of the Speaker.
- Works on special projects, as assigned by the Clerk of the Legislative Assembly.
- Manages contracts, budgets and expenditures for events and protocol-related activities, and coordinate with other offices as required to resource visits and events.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

During a sitting of the Legislative Assembly, the Speaker's Executive Assistant must be available to the Speaker, including long hours and overtime with little to no notice as the hours of work are set by Members, who will often sit late. During sittings, the Speaker's Executive Assistant is required to take a flexible lunch break, as they are responsible for preparing materials for the daily's Speaker's briefing which occurs at 12:45 p.m. each day.

The incumbent will be required to travel with the Speaker to various communities in the NWT. As well, the incumbent is expected to work evenings and weekends when special or ceremonial events are held. Along with supporting the Speaker's travels the incumbent may occasionally be required to accompany visiting dignitaries to locations in the NWT outside of the capital. This travel may be by car, airplane, or helicopter, and may occur outside of the regular work week.

This position is required to coordinate multiple tasks, deal with confidential and politically sensitive information, and work to tight deadlines on a daily basis. The incumbent is required to provide advice and services to a great number of people with senior level authority who frequently have conflicting interests, perspectives and demands. The incumbent also deals with shifting/changing priorities on a daily basis and must consistently meet set deadlines.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and/or ability to acquire knowledge of GNWT policies and practices related to contract administration, material management, record management, procurements, safety and security, and asset management.
- Knowledge of appropriate protocols and procedures related to diplomatic events and activities.
- Knowledge and/or ability to acquire knowledge of the Northwest Territories political environmental, geography, economy and people, including how the unique form of governance differs from other jurisdictions in Canada and around the world.



- Knowledge of and/or ability to acquire knowledge of the NWT, its communities, cultures, and political systems.
- Knowledge of appropriate protocols and procedures related to events and activities that the Speaker may be attending.
- Diplomatic skills necessary to ensure that a highly positioned appointee conforms to policies and procedures governing the Speaker's Office.
- Written and oral communication skills.
- Attention to detail when editing, proof reading and drafting.
- Interpersonal skills and ability to establish and maintain effective working relationships with staff in departments and regions across the GNWT.
- Initiative and ability to focus on tasks at hand to ensure that all requirements of the position are being met.
- Analytical and problem solving and resolution skills to deal effectively with colleagues, management and public concerns.
- Ability to interact directly with elected Members of the Legislative Assembly
- Ability to interact with individuals from diverse socio-economic and cultural/ethnic backgrounds and to deal with the public in situations requiring tact and diplomacy.
- Ability to exercise independent judgment and initiative.
- Ability to exercise tact, diplomacy and flexibility.
- 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. Strong administrative and organizational skills.

**Typically, the above qualifications would be attained by:**

Bachelor's degree, and one (1) year of experience in an area such as, but not limited to: protocol, public or community relations, event management, or administration.

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