



IDENTIFICATION

Department		Position Title	
Legislative Assembly		Speaker's Administrative Coordinator /Members' Secretary	
Position Number(s)	Community	Division/Region(s)	
12-7660	Yellowknife	Office of the Speaker/HQ	

PURPOSE OF THE POSITION

The Speakers Executive Assistant/Members' Secretary, provides confidential executive and administrative support to the Speaker and to eleven Regular Members of the Legislative Assembly (MLA). In addition to the direct support to the Speaker and MLAs, the Speakers Executive Assistant/Members Secretary ensures accurate and efficient administrative processes between the Clerks Office.

The Speakers Executive Assistant/Members Secretary is often the first point of contact for the Speaker and MLAs; they provide administrative services with tact and diplomacy in a cross-cultural, highly sensitive and political environment. In their position they apply impeccable judgment, demonstrate the highest level of integrity, discretion and professionalism, superior organizational awareness, exceptional attention to detail, quality and efficiency to enable the work of the Speaker and MLAs, ensure responsiveness and uphold the standards of the Legislative Assembly.

SCOPE

This position is located in Yellowknife and reports directly to the Senior Advisor to the Clerk, taking daily functional direction from the Speaker. The incumbent deals with highly confidential operations critical to the administration of government. The incumbent is part of the administrative operations and support team within the Legislative Assembly, working to ensure that the Speaker and Regular Members are enabled in their work on behalf of the residents and stakeholders. The incumbent must be organized and responsive to ensure that its work is timely, accurate and aligned to priorities and framework. The environment is complex in terms of stakeholders and subject matter.

The incumbent offers direct administrative operational support to the Speaker and the Regular Members. They demonstrate professionalism at the highest level through their expertise in the area of administrative services. The incumbent interacts at the highest level with Cabinet Ministers and Members of the Legislative Assembly and will be aware of the highly confidential and sensitive information on a daily basis.

The review and processing of documents for Sessional and other business of the Legislative Assembly, ensuring they are grammatically correct and comply with the visual identity and communication protocols, protocols outlined in government direction, that meet the standards outlined in the Process Convention and are well written and clearly presented.

This position also provides a range of administrative, financial and secretarial support services including; calendar management, scheduling and logistics, correspondence, tracking of actions and timelines, call handling, various expense reporting and others as required.

To work effectively in this context, they must have broad understanding of both the political and operational sides of the GNWT and Legislative Assembly. They must understand the relationships between various governance functions and the roles of the different contacts inside and outside the organization. They must understand policies and standards and apply those consistently and with careful judgment.

They must also have strong knowledge of the cultural, economic and social factors impacting governance in the NWT, and of the key stakeholders.

RESPONSIBILITIES

1. Provide confidential, professional administrative, financial and operational services for the Speaker and eleven Regular Members of the Legislative Assembly.

- Act as the first point of contact for telephone, email, mail or in person inquiries;
- Manages the Speaker and building room calendar to schedule committee meetings, member requests and Great Hall events;
- Prepare documents for Speakers use during Session and for meetings ensuring materials are complete and ready in a timely and appropriate fashion;
- Prepare and review correspondence for completeness and accuracy, respond directly to the inquiries using approved content within Legislative Assembly policies and standards
- Manage a bring-forward system to ensure that responses, deliverables and actions are completed in a timely fashion
- Coordinates registration, travel and circulation of information for all Commonwealth Parliamentary Association conferences, including the Canadian Regional Association and Canadian Presiding Officers;

2. Develop and maintain systems and processes to ensure efficiency, accuracy, continuity and timelines

- Works closely with the Senior Advisor to the Clerk to ensure that the work of the Speaker and 11 regular members is fully coordinated
- Maintain accurate records and comprehensive files

3. Support compliance with public commitments to openness and transparency.

- Track, verify, analyze and reports on Speaker's travel and related expenses, such as preparing travel authorizations, expense reports, visa card reconciliations, identifications and verification legitimate expenses, monitor the budget of Speakers office, and ensuring each task is coded to the appropriate accounts;
- Ensure such records are accurate and complete so that commitments to openness and transparency are met and to ensure that standards and consistencies are upheld

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands

Mental Demands

No unusual demands

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of GNWT governance, political and operational structures and has a clear understanding of consensus government and the operational procedures to the Legislative Assembly;
- Knowledge of *the Legislative Assembly and Executive Council Act* and Regulations, the Members Handbook (policies) and applicable Legislative Assembly procedures and the ability to interpret and implement;
- Highly functioning keyboarding skills.
- Skills in computer applications such as Microsoft Office, and Adobe
- Good interpersonal skills and the ability to communicate effectively in order to respond to inquiries from a diverse group of Members, employees and outside contacts;
- Understanding of communications and protocol foundations;
- Awareness and sensitivity to the political and cultural environment;
- Discretion and confidentiality to handle sensitive information with absolute trust;

- Ability to deal with individuals where there is a high degree of tact and diplomacy required, as the incumbent is often the first point of contact for the Legislative Assembly;
- Ability to work accurately and neatly, given deadlines and time constraints;
- Excellent oral, written and electronic communication skills
- Ability to work independently with minimal supervision
- Ability to multi-task in a fast paced environment
- Strong organizational skills
- Organizational and analytical skills to manage conflicting and changing priorities on a daily basis without compromising responsiveness, timelines accuracy.

Typically, the above qualifications would be attained by:

Certificate in Professional Administration, or 5 years of related experience in an administrative role.

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

Aboriginal language: To choose a language, click here.

- ☐ Required
- ☐ Preferred