



IDENTIFICATION

Department	Position Title	
Infrastructure	Manager, Legislative Affairs	
Position Number	Community	Division/Region
33-2117	Yellowknife	Policy, Planning and Communications

PURPOSE OF THE POSITION

The Manager, Legislative Affairs provides expert advice on and implements strategies for the review of departmental legislation and other assigned special projects and must ensure that appropriate information and briefings are provided to the Minister, Executive Council, Financial Management Board, Standing Committees, and stakeholder groups. The incumbent also provides expert advice in the areas of legislative analysis, coordination, development and implementation to ensure the development of new statutes and regulations administered by the Department of Infrastructure (INF) are consistent with Executive Council direction, land claims and self-government agreements and federal legislation. The position coordinates the amendment of legislation and development of new legislation, and provides expert advice on legislation processes, and legal issues in relation to departmental activities as they arise.

SCOPE

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

The Department is responsible for programming aimed at increasing the use of domestic energy resources and reducing energy costs in the Northwest Territories (NWT), delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.

On behalf of the Government of the Northwest Territories (GNWT), INF is responsible for strategic planning for the GNWT's long term investment in the development of public



transportation and energy production and distribution systems for the NWT, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

INF is directly responsible for the development and administration of approximately eleven statutes and associated regulations, including those that enhance the safety of the travelling public in the NWT, as well as associated policies, and programs.

Located in Yellowknife and reporting to the Director, Policy, Planning and Communications, the Manager, Legislative Affairs coordinates legislative development processes, including the amendment of existing legislation and advancement of new legislation, and provides expert advice on legislation processes. The position is also responsible for two direct reports, and for coordinating and managing responses to requests for information under the *Access to Information and Protection of Privacy (ATIPP) Act* and for coordinating and contributing to policy research and planning for the Department.

Amendment of existing legislation and regulations and development of new legislation and policies must be undertaken in the context of changing federal and territorial legislation, as well as the evolution of relevant case law. The incumbent will be familiar with this legal framework to play a coordinating role in the review and development of a wide range of legislation and policies, as well as administration of existing legislation, policies and programs.

In liaison with the Department of Justice, the incumbent is called upon to provide advice and coordinate responses regarding the varied legal issues that arise related to legislation and departmental activities in general, and to recommend courses of action to mitigate risks, including recommending positions on litigation. The actions recommended can have a significant impact on the way the Department delivers programs. Recommendations also have potentially significant financial implications through provision of advice that may result in the Department avoiding costly lawsuits. Recommended actions often deal with issues that have a high public profile as well.

The incumbent works closely with the divisions responsible for implementation of the legislation and program delivery, as well as legislative drafters and legal counsel from the Department of Justice, and contract legal counsel where necessary.

The incumbent also contributes to policy research and planning for the Department, in conjunction with the Policy unit.

The incumbent will work with information of a confidential nature and may be required to work under tight deadlines in a setting where there are frequently changing and competing priorities, conflicting interests and differing perspectives.



RESPONSIBILITIES

1. Provide expert advice in the areas of legislation and departmental policies.

- Provide leadership, expertise and advice on departmental legal affairs, including the development, implementation and evaluation of legislative and regulatory projects.
- Provide advice regarding the interpretation, evaluation and analysis of departmental legislation.
- Analyze and provide expert advice on the impact of federal, provincial and territorial legislative changes, judicial outcomes and theoretical developments on the administration of departmental activities.
- Review and make recommendations on departmental legislation.
- Represent the Department's legislative interests with other departments and other governments.
- Review departmental strategic and operational policies to identify specific legal concerns, recommend resolutions or approaches, and provide support to policy development.
- Review the Department's programs and activities for compliance with legislation.
- Analyze local and national issues to ensure that NWT legislation meets the need of the NWT and is harmonized with federal legislation and that of the various provinces and other territories.
- Report to Senior Management on the impact of both federal and territorial legislative changes on issues relating to the delivery of the Department's mandate.

2. Coordinate the development of new legislation.

- Identify and clarify legal issues related to legislation or policy proposals and provide advice on the best means of addressing these issues.
- Review departmental actions or proposals to determine whether they are consistent with legal obligations under Acts or agreements.
- Develop briefing materials to assist in decision-making related to legislative items and legal issues.
- Advise on the substance of new and amended legislation and develop recommendations for the consideration of the Executive Council and the Legislative Assembly that would meet the GNWT and departmental goals, objectives and priorities.
- Lead task teams assigned to develop options and recommendations for legislative action.
- Participate on departmental project teams created to coordinate departmental and public input into legislation development or amendments.
- Coordinate development of, or amendments to, legislation with divisions and regions.
- Manage departmental project teams created to coordinate departmental and public input into legislation development or amendments.
- Interpret legislation and provide advice about the legislative development process.



- Revise and prepare documents used in the legislative process, including drafting instructions, legislative proposals and public consultation documents, for conformity with standards and policy direction and recommending revisions as required.
- 3. Evaluate departmental policies and programs to determine their effectiveness in meeting legislative requirements**
- Review policy proposals for consistency with departmental legislation.
 - Provide advice on the legal implications of various policy initiatives that fall within the Department's mandate.
 - Recommend policy approaches that would remain consistent with existing legislation or advising on legislative changes required to allow for specific policy approaches.
- 4. Ensure the effective administration of response to departmental legal issues.**
- Review policies, programs and operating procedures to assess and ensure compliance with departmental, territorial and federal legislation.
 - Review departmental requests for legal opinions and refer to Department of Justice for legal advice where necessary.
 - Review documents as requested including contracts, memoranda of understanding and proposed policies, and referring for legal opinions where necessary.
 - Provide strategic advice and support on legal issues.
 - Develop options and provide expert advice to departmental staff on implementation of departmental legislation, as well as other relevant territorial and federal legislation.
 - Propose approaches to dealing with legal issues that have been identified.
 - Participate in the preparation of strategies and supporting documents (briefing notes, Ministerial statements and submissions to the Executive Council and Financial Management Board and information for Standing Committees as required) regarding legislative initiatives and legal proceedings in which the Department may be involved.
 - Attend public meetings as required as part of the legislative consultation process.
 - Engage with Aboriginal governments, land claims organizations, and stakeholders on issues related to new or amended legislation.
- 5. Coordinate provision of advice on matters related to negotiations of land claims agreements, land usage and land designation and land use planning.**
- Review and analyze documents for land claims negotiations, interim measures agreements and land use planning to provide advice on issues where there may be legislative or legal implications.
 - Represent the Department in interdepartmental committees related to land use planning issues and activities related to Aboriginal land claims and self-government negotiations.
 - Coordinate departmental inputs and responses to any Aboriginal land claims, self-government negotiations, and land use planning matters.



- Advise Senior Management on infrastructure and policy implications of Indigenous rights and land claims, including self-government negotiations and agreement implementation.

6. Manage the human and financial resources of the Legislative Affairs section in order to meet divisional and departmental objectives.

- Supervise and manages two indeterminate positions.
- Support the development of staff, including identifying training requirements and opportunities for staff, and creating an engaging and productive work environment.
- Inform staff about governmental, departmental and divisional priorities.
- Develop and implement annual work plans that establish short- and long-term objectives for the unit.
- Support divisional forecasting and budget management as needed.
- Organize staff, contracts, intergovernmental committees as assigned, and information resources.
- Perform human resource functions within the division including staffing, performance reviews and discipline.
- Prepare terms of reference and statements of work to direct contractors.
- Supervise and manage any contract and casual support staff, consultants, etc. associated with legislation development and evaluation.

7. Coordinate and manage requests for information under the *Access to Information and Protection of Privacy (ATIPP) Act*.

- Review requests and provide advice on the disclosure of information under the ATIPP Act.
- Report on ATIPP request statistics to Senior Management within the Department and to the Access and Privacy Office within the Department of Justice.
- Coordinate the collection of materials in response to ATIPP information requests from divisions and regional offices.
- Review the material provided by divisions and regional offices in response to ATIPP requests to ensure that it meets the parameters for information that can be released under the *ATIPP Act*.
- Work with Department of Justice to prepare ATIPP response packages for review by Senior Management, including redactions, correspondence and briefing materials associated with ATIPP requests.

8. Support implementation and integration of Access and Privacy in the Department.

- Integrate concept of Privacy by Design by working with program areas to develop Privacy Impact Assessments (PIAs) as required under the *ATIPP Act*.
- Establish and maintain a tracking system for PIAs.



- Coordinate promotion of privacy integration by creating awareness of privacy considerations– such as development of privacy tips, promotion of GNWT privacy training, focus on privacy month, etc.
- Support program areas who seek advice regarding application of ATIPP.

9. Perform other duties.

- Maintain a positive working relationship with provincial, territorial and federal government officials in areas of legislation and policy development.
- Act as the liaison with regional and field staff on relevant issues.

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 law and legislation, and in particular the development of legislation, to an extent that allows the incumbent to recognize issues and develop innovative approaches.
- Knowledge of legal and legislative principles and practice.
- Knowledge of departmental legislation and legal issues pertaining to the departmental mandate, as well as the political and social environment in which departmental programs and services are delivered.
- Knowledge of legal research and analysis methodologies and techniques.
- Knowledge of the ATIPP Act and associated procedures.
- Knowledge of the legislative development process.
- Familiarity with key pieces of NWT and Federal legislation that relate to departmental operations.
- Knowledge of northern peoples, cultures and communities.
- Ability to analyze and evaluate complex legal issues and legislation, including knowledge of land claim and self-government agreements in the NWT.



- Analytical and research skills and abilities.
- Written and verbal communication skills, including ability to make effective oral presentations.
- Ability to keep abreast of new trends and best practices in order to facilitate harmonization with other jurisdictions.
- Ability to read and interpret legislation.
- Ability to analyze complex legal issues and make recommendations and decisions based upon this analysis.
- Ability to work effectively in teams, and to motivate and lead a team and keep it focused on core issues throughout a long and complex process.
- Ability to organize, prioritize and work under pressure and with deadlines;
- Project management skills.
- Human relations skills to build and sustain relationships with stakeholders, lead teams and carry out complex negotiations.
- Political sensitivity, tact and diplomacy.
- 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:

Post-secondary degree in Law, Political Science or Public Administration, as well as five (5) years of experience researching, developing, implementing and evaluating legislation, preparing advisory documents and providing complex advice and analysis, as well as one (1) year experience supervising or leading a team.

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