



IDENTIFICATION

Department	Position Title	
Infrastructure	Senior Legislative Advisor	
Position Number	Community	Division/Region
33-2567	Yellowknife	Policy, Planning and Communications/HQ

PURPOSE OF THE POSITION

The Senior Legislative Advisor provides expert advice on, and implements strategies for review of departmental legislation and other assigned special projects. The position also provides expert advice in the areas of legislative analysis, coordination, development and implementation to ensure that statutes and regulations administered by the Department of Infrastructure are consistent with Executive Council direction and federal legislation.

The position coordinates the amendment of existing legislation, the development of new legislation, and provides expert advice on legislative processes. This position also assists the Manager of Legislative Affairs in coordinating and managing requests for information under the *Access to Information and Protection of Privacy Act (ATIPPA Act)* and provides strategic policy advice on 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, procurement shared services, information technology, information 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), the Department of Infrastructure also carries the responsibility 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.

Located in Yellowknife, this position reports to the Manager, Legislative Affairs within the Policy, Planning, and Communications Division. The Policy, Planning, and Communications Division is responsible for coordinating the development of new policy and legislative initiatives, and providing expert advice relating to legislation and legal affairs relating to the mandate of the Department.

The incumbent is called upon to provide strategic policy advice and coordinate responses regarding the varied legal, and policy issues that arise related to legislation and departmental activities in general, and to recommend courses of action to mitigate risks.

The incumbent consults with the Departmental 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 consults with representatives from other governments (provinces, territories, federal), road safety and transportation organizations as well as the general public.

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 advice in the areas of legislation related to the programs, services and operations of the department, and departmental policies.

- Review and make recommendations on departmental legislation.
- Represent the department's legislative interests with other departments and other governments.
- Review departmental policies to identify specific legal concerns, recommend resolutions or approaches, and provide support to policy development.
- Review the Department's programs and activities/initiatives for compliance with legislation.
- Analyze and report to Senior Management, the impact of both federal and territorial legislative changes on issues within the mandate of the Department.
- Conduct research to assist in the development of legislation, and analyze local and National issues relevant to the departmental mandate to ensure that NWT legislation meets the need of the Territory, and is also harmonized with Federal Legislation and that of the various provinces.

2. Coordinate the development of new or amended statutes and regulations.

- Identify legal issues related to legislation or policy proposals and provide advice on the best means of addressing these issues.
- Review departmental actions or proposals as requested 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 Cabinet and the Legislative Assembly.
- Participate on departmental project teams created to coordinate departmental and public input into legislation development or amendments.
- Coordinate the development of new legislation or amendments to existing legislation with departmental divisions or regions.
- Interpret legislation and provide advice about the legislative development process;
- Provide advice about the appropriate instrument (e.g. statutes, regulations, etc.) to govern the achievement of Departmental objectives.
- 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 recommend revisions as required.
- Prepare drafting instructions for Department of Justice and meet with legal and legislative counsel to ensure draft legislation accurately reflects the intent of the proposed legislation and policy goals of the Department.
- Coordinate departmental committees and participate on interdepartmental committees dealing with issues related to departmental legislation, as appropriate and assigned.
- Advise on other departmental and GNWT initiatives as requested in order to coordinate with and obtain information on other related departmental and GNWT projects.
- Conduct research to assist in development of legislation and analyze methods of addressing legislative issues.
- Provide advice on effective consultation processes that are consistent with settled land claim agreements, case law and other legal obligations;
- Analyze results of public engagement in relation to new legislation or amendments to legislation being developed.
- Engage with stakeholders on issues related to new or amended legislation and attend public meetings as required as part of the legislative consultation process.

3. Evaluate departmental policies and programs to determine their effectiveness in meeting legislative requirements.

- Review policy proposals for consistency with applicable legislation.
- Provide advice on the legal implications of policy initiatives that fall within the department's mandate.
- Recommend and provide support and advice to the development of policy approaches that would remain consistent with existing legislation or advise on legislative changes required to allow for specific policy approaches.

- Work with the Manager, Legislative Affairs to identify gaps in policies, procedures, and legislation that may cause political issues and operational inconsistencies, and recommend potential solutions.
- 4. Ensure the effective administration of responses to departmental legal issues.**
- Review departmental requests for legal opinions and provide support and advice to Divisions.
 - Review legal instruments as requested including contracts, agreements, memoranda of understanding and proposed policies
 - Engage with legal counsel from the Department of Justice and contract legal counsel to ensure appropriate legal advice is sought and received by the department as approved by Senior Management.
 - Provide strategic policy advice and support for dealing with legal issues that have been identified.
 - Recommend strategies and prepare supporting documents (briefing notes, Ministerial statements and information items and decision papers for Cabinet and information for Standing Committees as required) regarding legislative initiatives and legal affairs of the department to provide advice on issues where there may be legislative implications.
- 5. Coordinate and manage requests for information under the *ATIPP Act*.**
- 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*.
 - Prepare ATIPP response packages for review by Senior Management.
 - Prepare correspondence and briefing materials associated with ATIPP requests.
 - Administer a tracking system to monitor and report on the status of requests received under the *ATIPP Act*.
 - Prepare reports on ATIPP request statistics to Senior Management within the Department and for inclusion in the GNWT's annual report on ATIPP requests and responses.
- 6. Support departmental policy and planning initiatives.**
- Research issues and develop correspondence and documents for signature by the Deputy Minister or Minister.
 - Prepare briefing materials, including materials for sessions of the Legislative Assembly, Standing Committees and Executive Council, as well as intergovernmental meetings. Assist in the preparation of Financial Management Board submissions as requested.
 - Maintain a positive working relationship with provincial, territorial and federal counterparts in areas of legislation and legal affairs.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge of legislative principles and practice.
- Knowledge of the policy development process as well as different policy instruments (e.g. statutes, regulations, policy, guidelines/best practices).
- Experience in and expert knowledge of statutory interpretation.
- Expert knowledge of legislative development.
- Knowledge of the various legislation issues pertaining to Infrastructure mandates.
- Comprehensive knowledge of the *ATIPP Act* and associated procedures.
- Knowledge of departmental legislation, goals and objectives, as well as the political and social environment in which department programs and services are delivered.
- Familiarity with key pieces of NWT and federal legislation that relate to departmental operations.
- Knowledge of northern peoples, cultures and communities.
- Research and analytical skills, including advanced knowledge of legal research and analysis techniques.
- Project management and coordination skills.
- Written and verbal communication skills, including effective oral presentations.
- Ability to analyze complex legal issues and make decisions and offer solutions based upon this analysis.
- Ability to read and interpret.
- Ability to identify and explain key issues in complex documents.
- Ability to effectively work in teams, and to effectively 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.
- Ability to analyze critically and suggest an appropriate course of action, sometimes in a short timeframe.

- Ability to use operating programs and computer software including MS Office and email.
- Human relations skills in order to build and sustain relationships with stakeholders and lead teams.
- Political sensitivity, tact and diplomacy are critical.

Typically, the above qualifications would be attained by:

Bachelor’s degree in business/public administration, public relations, law, or a related field with at least five (5) years of broad professional experience in the development, implementation, and evaluation of legislation; writing and researching formal advisory and decision documents; and providing complex advice and analysis to senior levels of government.

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