



## IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Senior Legislative Advisor	
Position Number	Community	Division/Region
63-14299	Yellowknife	Policy Planning Communications and Analysis

## PURPOSE OF THE POSITION

The Senior Legislative Advisor is responsible for providing expert advice in the area of legislative analysis and coordinating legislative development processes, including the amendment of existing legislation and advancement of new legislation, to ensure legislation is effective and understood within the Department of Industry, Tourism and Investment.

## SCOPE

Located in Yellowknife and reporting to the Manager, Policy and Legal Affairs, the Senior Legislative Advisor is part of the Policy and Legal Affairs Unit of the Policy Planning, Communications and Analysis (PPCA) Division.

The Policy and Legal Affairs Unit of the PPCA is responsible for providing expert advice with respect to legislation and legal affairs as it relates to the mandate of the Department, in addition to coordinating the development of new policy and legislative initiatives, and the legal activities of the Department.

The Department of Industry, Tourism and Investment is responsible for the administration of several statutes and associated regulations covering a wide variety of subject matter, including mineral and petroleum resources; tourism and parks; secondary industries; traditional economy, agriculture and fisheries; economic diversification; business information and intelligence; and access to capital.

Interpretation and amendment of existing legislation and policies, and development of new legislation and policies, must be undertaken in the context of devolution of lands and resources from the federal government to the Government of the Northwest Territories (GNWT), as well as settled and unsettled land claims agreements, which will require integration with departmental legislation and policies. In addition, program delivery is affected by case law,



federal and territorial legislation, and by the policies of the GNWT and the Department. The Senior Legislative Advisor must 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.

The Senior Legislative Advisor 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.

The Senior Legislative Advisor works closely with the Departmental divisions responsible for the 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 position is often required to work under tight deadlines with information of a confidential nature.

The Senior Legislative Advisor is responsible for providing advice with respect to the review of requests for information under the *ATIPP Act*. This position also contributes to policy research and planning for the Department, in conjunction with the Policy and Strategic Planning unit.

## **RESPONSIBILITIES**

### **1. Conducts research into and provides expert advice in the area of legislation and departmental policies.**

- Reviews and makes recommendations on departmental legislation.
- Represents the Department's legislative interests with other departments and other governments.
- Reviews Departmental policies to identify specific legal concerns, recommend resolutions or approaches, and provide support to policy development.
- Reviews Departmental programs and activities/initiatives for compliance with legislation.
- Researches and analyzes the substance of new and amended legislation and proposes recommendations for the consideration of Senior Management that would meet the GNWT and departmental goals, objectives and priorities, including devolution of lands and resources to the GNWT.
- Conducts research to assist in development of legislation, analyzing methods of addressing legislative issues, and make recommendations regarding same.
- Analyzes the impact of both federal and territorial legislative changes on issues within the mandate of the Department and report to Senior Management.



**2. Coordinates the development of new or amended statutes and regulations.**

- Identifies and clarifies legal issues related to legislation or policy proposals and provides advice on the best means of addressing these issues.
- Reviews departmental actions or proposals to determine whether they are consistent with legal obligations under Acts or agreements.
- Develops briefing materials to assist in decision-making related to legislative items and legal issues.
- Advises on the substance of new and amended legislation and develops recommendations for the consideration of Executive Council and the Legislative Assembly.
- Coordinates the development of new legislation or amendments to existing legislation with departmental divisions and regions.
- Participates on departmental project teams created to coordinate departmental and public input into legislation development or amendments.
- Interprets legislation and provides advice about the legislative development process.
- Provides expert advice about the appropriate instrument (statutes, regulations, policies, etc.) to govern the achievement of Departmental objectives.
- Revises, develops, and prepares documents used in the legislative process, including draft legislation, drafting instructions, legislative proposals and public consultation documents, for conformity with standards and policy direction and recommend revisions as required.
- Provides advice on effective public consultation processes that are consistent with settled land claims agreements, case law and other legal obligations, and participates in those consultations.
- Prepares drafting instructions for Department of Justice and meets with legal and legislative counsel to ensure draft legislation accurately reflects the intent of the proposed legislation and policy goals of the Department.
- Coordinates departmental and interdepartmental committees dealing with issues related to departmental legislation.
- Advises on other departmental and GNWT initiatives in order to coordinate with and obtain information on other related departmental related and GNWT initiatives.
- Conducts research to assist in development of legislation and analyzing methods of addressing legislative initiatives.
- Analyzes results of public consultation in relation to new legislation or amendments to legislation being developed.
- Engages with Indigenous governments, land claims organizations, and stakeholders on issues related to new or amended legislation.
- Attends public meetings as required as part of the legislative consultation process.

**3. Ensures the effective administration of responses to departmental legal issues.**



- Reviews departmental requests for legal opinions, provides support and advice to Divisions, and refers to Department of Justice for legal advice where necessary.
- Reviews and develops legal documents including contracts, memoranda of understanding and proposed policies, and refer for legal opinions where necessary.
- Provides expert advice and support on legal issues.
- Proposes approaches to deal with legal issues that have been identified.
- Participates in the preparation of strategies and supporting documents (briefing notes, Ministerial statements, information items and decision papers for Executive Council, submissions for the Financial Management Board, and information for Standing Committees as required) regarding any legislative initiatives and legal affairs of the Department to provide advice on issues where there may be legislative implications.
- Reviews documents for land claims negotiations and interim measures agreements to provide advice on issues where there may be legislative or legal implications.
- Engages with Indigenous governments, land claims organizations, and stakeholders on issues related to new or amended legislation.
- Represents the Department in negotiations with Indigenous governments, stakeholders and other parties on matters relating to the mandate of the Department.

**4. Provides advice to the ATIPP Coordinator with respect to requests for information under the *ATIPP Act*.**

- Supports divisions and regional offices in the collection of materials in response to ATIPP information requests.
- Reviews 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*.
- Liaises with the GNWT Access and Privacy Office as necessary.

**5. Supports departmental policy and planning initiatives.**

- Researches issues and develops correspondence and documents for signature by the Deputy Minister or Minister.
- Evaluates policies and associated processes to determine their effectiveness in meeting governmental priorities.
- Prepares briefing materials for the Minister and Deputy Minister, including briefing materials for sessions of the Legislative Assembly, Standing Committees and Executive Council and Financial Management Board meetings, as well as intergovernmental meetings.
- Prepares support materials for the Minister, including returns to questions, Ministerial statements, information items and briefing notes.

**6. Performs other duties.**



- Provides support to the departmental corporate business planning and results reporting processes.
- Supervises and manages contract and casual support staff, consultants, etc. associated with legislation, policy and program development and evaluation.
- Maintains a positive working relationship with provincial, territorial and federal government officials in areas of legislation and policy development, sustainable development of policy, etc.
- Acts as the liaison with regional on relevant issues.
- Participates in project work teams and committees.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual demands

### **Sensory Demands**

No unusual demands

### **Mental Demands**

The incumbent is subject to high levels of stress related to multi-tasking and working to tight deadlines in a setting where there are frequent changing priorities, conflicting interests and differing perspectives.

## **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 statutory interpretation and ability to read and interpret legislation.
- Knowledge of legislative development.
- Knowledge of the various legislation and legal issues which pertain to natural resource development in the Northwest Territories (NWT).
- Knowledge of the *ATIPP Act* and associated procedures.
- Knowledge of legal research and analysis methodologies and techniques.
- Knowledge of departmental legislation and goals and objectives, and 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



- Knowledge of departmental legislation and goals and objectives, and the political and social environment in which Department programs and services are delivered.
- Knowledge of land claim agreements and the principles of Aboriginal rights law.
- Knowledge of northern peoples, cultures and communities.
- operations.
- Project management and co-ordination skills.
- Written and verbal communication skills to deliver oral presentations and to write lengthy and persuasive, concise and straightforward documents explaining complex materials in a clear manner suitable for briefing senior managers and others.
- Ability to analyze complex legal issues and make decisions based upon this analysis.
- Ability to identify key issues from complex documents and explain these issues in plain language.
- Ability to work in a culturally diverse and highly politicized environment.
- Ability to effectively work in teams, and/or effectively 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.
- Ability to analyze critically and suggest an appropriate course of action, sometimes in a short timeframe.
- Ability to research and analyze critically and suggest an appropriate course of action, sometimes in a short timeframe is critical.
- Ability to communicate, persuade, lead and motivate.
- Ability to build and sustain relationships with stakeholders and carry out complex negotiations.
- Political sensitivity, self-confidence, tact and diplomacy are critical.
- Ability to use computer software including word processing, database, and electronic mail and communications programs.
- 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:**

This level of knowledge is most commonly acquired through an undergraduate degree in a related field, as well as three years of experience working with law and legislation, experience in the development, implementation and evaluation of legislation, experience in writing and researching formal advisory and decision documents, and experience in providing complex advice and analysis.

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