



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Legislative Compliance Coordinator	
Position Number	Community	Division/Region
71-15018	Yellowknife	Early Learning and Child Care /HQ

## PURPOSE OF THE POSITION

The Legislative Compliance Coordinator is responsible for leading the monitoring and inspection and licensing process of Early Learning and Child Care (ELCC) programs in the Northwest Territories (NWT) in accordance with NWT legislation. This position contributes to the departmental and ELCC divisional goals including supporting access to quality, affordable, inclusive ELCC programming throughout the NWT.

## SCOPE

Located in Yellowknife, the Legislative Compliance Coordinator (LCC) reports to the Manager of Early Learning and Child Care Operations (Manager) and is responsible for leading the monitoring and licensing and inspection process of licensed early learning and child care facilities in the NWT in accordance with the *NWT Child Day Care Act* and *Standards Regulations*. This position works with the regional Early Childhood Consultants to provide initial and ongoing professional learning required to fulfill their role in ensuring compliance with legislation.

The LCC supports, promotes, and actively encourages child and family-centered, community-based, culturally safe, and inclusive early learning and child care programming, in accordance with the *Child Day Care Act* and related regulations, strategic documents related to the work of the ELCC division and the Department of Education, Culture and Employment (ECE).

The LCC provides recommendations to the Manager and/or Director of ELCC related to territorial oversight of the licensing and inspection process. This requires the LCC to collaborate and work closely with regional Early Childhood Consultants (ECC). Based on the evolving context of ELCC in the territory, the incumbent makes recommendations for ongoing improvements to the ELCC system. The LCC works closely with the Professional Learning and System Transformation unit within ELCC, as well as colleagues across other divisions at ECE



to achieve shared initiatives and goals related to departmental philosophy, guidelines, framework, curricula, and related post-secondary professional learning opportunities. The LCC also collaborates closely with colleagues in other Government of the Northwest Territories (GNWT) departments and with multiple partners, including federal, provincial, and territorial partners, to effect positive change within the NWT's ELCC system.

The LCC will encounter frequent conflicting interests and perspectives and works in an environment where there are political and public expectations and diverse perspectives. As well, the incumbent experiences the pressures of tight timelines to respond to urgent situations that relate to the safety of children.

The incumbent may be required to travel via small aircraft and automobile to communities throughout the NWT to meet with community groups and organizations. Travel can occur during extreme weather conditions and cold temperatures.

## **RESPONSIBILITIES**

### **1. Provide strategic leadership at a territorial level for the promotion and planning of ELCC in accordance with GNWT legislation.**

- Lead the development of policies and procedures and communication tools to promote the importance of early childhood development through ELCC programming.
- In consultation with ECE Legislative Advisors, provide recommendations on licensing situations to the Manager on interpretation of the legislation and decision-making related to compliance with the *NWT Child Day Care Act* and related regulations.
- Provide information and guidance to the Manager relating to the planning, design and delivery of quality early learning and child care programs.
- Provide training to regional staff to support delegation under the *Act*.
- Provide targeted support for the management of inspections of complex, licensed ELCC programs which require methodical and careful documentation to ensure legislative compliance, as well as the ability to discern the best approach to sensitive situations that have multiple considerations, including legal and health and safety considerations.
- Recommend changes and/or amendments to the legislation, policy or guidelines that govern ELCC programs.
- Draft correspondence, reports and briefing notes and respond to requests, as needed.

### **2. Provide territorial oversight regarding inspections of licensed early learning and child care programs.**

- Provide leadership to ensure that monitoring and inspections of programs are completed in the regions according to the requirements and schedule identified in the *NWT Child Day Care Act*.
- Manage the Risk-Based Licensing and Inspection system leading to relevant information from annual inspection reports being available to the public and families



in accordance with the *Access to Information and Protection of Privacy (ATIPP) Act* and recommend changes for ongoing improvement of the system.

- Identify and develop professional learning required by ECCs to support systemic improvements to the quality of ELCC programs.
- Authorize and issue program facility licenses as delegated by the statutory Director.
- Provide support to ECCs to facilitate the resolution of sensitive situations related to the licensing and inspection of ELCC programs in the NWT, including using experience and expertise to make complex decisions that are precedent-setting.
- Support the design and administration of funding related to licensed programs and monitoring of funding provided through the Department's regional offices.

**3. Develop materials and implement systems that support regional ECCs to communicate with ELCC programs and ensure compliance with the *Child Day Care Act* and related regulations.**

- Develop documentation that supports licensed operators in meeting the requirements of territorial legislation for ELCC programs.
- Lead the revision and/or development of new policies and standards, as required, to support continual improvement of the ELCC system.
- Liaise with the Fire Marshall and Environmental Health Inspectors to support compliance with fire safety and environmental health inspections.
- Develop documentation to support territorial oversight of regional inspection schedules and follow-up processes to ensure all inspections are completed on an annual basis.
- Provide input into the development of systems (i.e., IT systems) that support data collection, monitoring, and reporting of the ELCC sector.
- Issue licenses for eligible programs.

**4. Lead and contribute to initiatives related to the federal funding agreements and the 2030 ELCC Strategy.**

- Support the development and implementation of an NWT certification process for educators employed in licensed ELCC programs.
- Support the development and implementation of IT systems related to monitoring, reporting and to inform ongoing transformation of the ELCC system in the NWT.

**5. Support the development and implementation of processes related to the distribution of funding to support licensed ELCC programs.**

- Contribute to, and support the development of payment directives, policies and procedures, and systems related to funding provided to ELCC programs, including implementation of a wage grid and funding mechanism(s) in collaboration with ECE's Finance and Capital Planning division.



**6. Support the development of and implement the certification process.**

**7. Function as the ELCC Operations Manager, as required.**

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual conditions.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

The incumbent works with and around individuals affected by trauma and may be exposed to vicarious trauma.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of early childhood development and early learning philosophies, theory, pedagogy, and instructional practice.
- Knowledge of and/or the ability to acquire knowledge of ELCC program delivery options and methodologies.
- Knowledge of and/or the ability to acquire knowledge of the ELCC system including systemic strengths and barriers that may exist to influence the provision of quality programming.
- Knowledge of and/or the ability to acquire and apply knowledge of the Risk-Based Licensing and Inspection system.
- Knowledge of and/or the ability to acquire and apply knowledge of the *Access to Information and the Protection of Privacy Act*, and the *NWT Child Day Care Act*.
- Knowledge and understanding of research, trends, and developments in the field of ELCC in the NWT, across Canada, and globally.
- Knowledge of and/or the ability to acquire and apply knowledge of the geographic, social, historical, and political factors and issues which affect the delivery of ELCC programs.
- Knowledge of privacy and confidentiality practices and the ability to adhere to the expectations of maintaining citizen privacy and confidentiality.



- Knowledge of contracts, contribution agreements and procurement services required to support programs and initiatives.
- Skilled in managing conflicting interests and perspectives and in discerning the pertinent aspects of a situation to recommend the best course of action for senior management.
- Written communication skills for a variety of areas including briefing notes and correspondence.
- Skilled in delivering workshops in an adult learning environment.
- Computer skills including applications using Microsoft programs, internet, and email.
- Planning, organization, and time management skills.
- Ability to apply understanding of Indigenous culture and context to incorporate Indigenous knowledge in ELCC programming.
- Ability to conduct inspections of ELCC programs.
- Ability to deliver professional development training for staff.
- Ability to lead the revision and/or development of new policies and standards, as required, to support continual improvement of the ELCC system.
- Ability to communicate effectively with senior management and with colleagues within the division and the department, other GNWT departments and agencies, regional offices and Indigenous governments and community organizations.
- Ability to organize, summarize and operationalize information gathered through inspections and reports and present information in a variety of formats to various audiences.
- 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:**

A diploma in early childhood education and three (3) years of experience working in a licensed ELCC program or related setting.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security**

- 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