



Government of  
Northwest Territories

**IDENTIFICATION**

Department	Position Title	
Justice	Specialized Courts and Alternate Resolution Program Advisor	
Position Number	Community	Division/Region
82-14943	Yellowknife	Court Services

**PURPOSE OF THE POSITION**

The position provides senior level program expertise and support to the Director of Court Services on Specialized Courts (Wellness Court and Domestic Violence Treatments Options Court) programs, family law programs, and alternate resolution services through research and independent analysis of issues along with management, development, coordination and implementation of departmental programs.

The Specialized Courts and Alternate Resolution Program Advisor will also develop a wide range of communications materials, provide strategic advice, and be the primary Justice liaison responsible for coordinating projects requiring interdepartmental collaboration and contract management to support family law, alternate resolution services and specialized courts programs.

**SCOPE**

Located in Yellowknife, the Specialized Courts and Alternate Resolution Program Advisor, reports directly to the Director, Court Services.

As this position will be collaborating with a number of government departments, NGOs, service providers and other specialized courts, the incumbent must be familiar with the independence of the judiciary and the separation of powers, and the legal framework relating to the functions of the Attorney General and Solicitor General. The incumbent must also be familiar with federal and territorial legislation and policy, including but not limited to the *Criminal Code*, *Rules of Court*, *Judicature Act*, *Territorial Court Act*, and *Justices of the Peace Act*.

Projects that this position coordinates can range from the purchase and installation of new technology (including helping to develop changes to departmental processes to accommodate the use of new technology), to the coordination of mega trials, implementing new legislation or managing new programs such as Alternative Dispute Resolution.

The incumbent's expertise will be called upon to recommend actions to management and that may have an immediate impact on the public's perception and understanding of the programs and services being provided.

## **RESPONSIBILITIES**

### **1. Makes recommendations on the develop and coordinate departmental and interdepartmental strategies, programs or special projects as they relate to the wellness court program, the Planning Action Responsibly Towards Non-violent Empowered Relationships (PARTNER) program, family law programs and alternate resolution services.**

- Collaborates with Department of Justice, judiciary, other government departments, organizations and service providers to assist in setting the strategic direction for specialized courts, family law programs and alternative resolution services
- Review, monitor and evaluate existing legislation, policies and programs.
- Manage all phases of assigned projects to ensure projects are completed on time and within budget including:
  - Analyzes issues and completes detailed needs assessment for each project;
  - Controls, directs and monitors program/project deliverables, expenditures and schedules;
  - Creates detailed project descriptions, conducts consultations with stakeholders and manages stakeholder expectations to ensure successful projects;
  - Evaluates proposals and analyzes capabilities of contractors;
  - Collaborates with project team members to ensure adequate resources (both human and financial) are in place to execute projects within identified timeframes; performs fit/gap analysis and resolution as needed;
  - Supervises contractors and staff who are hired or assigned to carry out special projects;
  - Monitors, reports status and makes recommendations to the Director relating to issues, opportunities, and challenges associated with projects;
- Research and develop programs for delivery to specialized courts, family law and alternative resolution services clients in support of stated program goals.

### **2. Participate in a wide range of meetings and initiatives as they relate to family law, alternate resolution services and Specialized Courts.**

- Research, develop and present the Department's, as well as the Court's, interests and position to other departments, external organizations and governments;

- Assist in the negotiation of a wide range of agreements, policies, or protocols on behalf of the Department;
  - Review and analyze reports, submissions, and legislation from other jurisdictions, and identify approaches and models that can be incorporated into family law, alternate resolution and Specialized Courts programs.
- 3. Develop a wide range of communications materials, including publications and presentations, to ensure clarity and consistent messaging both internally and externally, and provide communications advice.**
- In collaboration with departmental communications staff, develop program-specific communication plans and approaches in accordance with GNWT and departmental policies and guidelines, and provide leadership in implementation;
  - Support Court Services staff at all levels in the provision of information and materials to the public as required, as well as public campaigns on family law, alternate resolution services and Specialized Courts. This includes development of documents and information materials for a wide range of audiences (the public, clients, the Legislative Assembly) using a full array of communications media to support the Department's programs and services, including print, video, radio, and electronic formats;
  - Develop issue notes, presentation materials, and other program resources through research analysis of policies, programs and services, as well as the socio-political context;
  - Conduct evaluations and report on effectiveness of various communications activities, and recommend alternatives and revisions as required.
- 4. Lead the identification, design and implementation of strategic program and project evaluation processes.**
- Take a lead role in the identification, design, implementation and monitoring of evaluation processes;
  - Build relationships and provide technical advice on evaluation to diverse stakeholders;
  - Identify evaluation opportunities, gaps and needs;
  - Promote and foster communication and dissemination of evaluation material, systems and approaches for internal and external audience.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

## **Environmental Conditions**

No unusual demands

## **Sensory Demands**

Visual and auditory senses are used the most to perform the duties of the position. Intense concentration is required when conducting research and assessment of numerous issues. Must be able to absorb large quantities of information in a short period.

## **Mental Demands**

Competing demands around deadlines can lead to mental stress. The scope of the work can involve politically sensitive issues and tight deadlines with a high degree of intensity. These conditions can lead to mental and emotional fatigue and stress. This position will be dealing with multiple departments and stakeholders, often with competing or conflicting strategic direction.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated knowledge of government, including its legislative process and mechanisms, operations of the separate branches and inter-governmental/inter-jurisdictional processes and relationships;
- Demonstrated knowledge of northern legislation, programs, structures and issues;
- Demonstrated knowledge of best practices in research, planning and evaluation, including performance measurement, development and implementation;
- Ability to distinguish between legal, policy, and political issues; and to analyze critically in order to suggest an appropriate course of action;
- Ability to work independently on complex matters, and lead and work effectively in teams;
- Ability to work effectively with a variety of people, frequently under stressful or time-limited conditions;
- Ability to build and sustain effective working relationships and work collaboratively with media, stakeholders, department and non-government organizations;
- Excellent oral, written and electronic communication skills; as well as the ability to adapt communication styles to accommodate different audiences with tact and diplomacy;
- Strong interpersonal and negotiation skills in order to appropriately interact with clientele;
- Strong project management skills and evaluation skills;
- Knowledge of the justice/legal system is required.

**Typically, the above qualifications would be attained by:**

Bachelor's degree in a relevant field plus 3 years of experience in the legal or justice environment with a significant amount of time spent applying/interpreting legislation and dealing with the public.

or

7 years of experience in the legal or justice environment with a significant amount of time spent applying/interpreting legislation and dealing with the public.

or

an equivalent combination of education and experience may be considered.

Project management coursework would be an asset.

**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 applies)**

- ☐ 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: Choose a language**

- ☐ Required
- ☐ Preferred