



IDENTIFICATION

Department	Position Title	
Justice	Assistant Deputy Minister (Attorney General)	
Position Number	Community	Division/Region
82-2866	Yellowknife	Directorate/HQ

PURPOSE OF THE POSITION

The Assistant Deputy Minister (Attorney General) is responsible for those sections of the Department associated with the role of the attorney general in the Canadian justice system, specifically: the provision of legal advice to, and the conduct of litigation for, the government; the drafting of all legislation and orders; fulfilling the government's statutory obligation to administer justice in the Northwest Territories by providing court infrastructure and staff; providing for the registration of land titles and corporations and secured interests, and the regulation of securities.

The position is also responsible for the administrative support required for programs providing services to the public - the Coroner Service, the Public Trustee, and the Rental Office - including acting as a liaison between each and the Minister and/or Deputy Minister.

The law, both statutory and common, is the framework within which the incumbent must operate. The rule of law is fundamental to a free and democratic society, and must at all times be observed and upheld by the government. The duty to ensure it is observed and upheld is assigned to the Attorney General, and the incumbent plays a key part in assisting them in so doing.

SCOPE

The Assistant Deputy Minister (Attorney General) reports to the Deputy Minister of Justice. The Department of Justice has a mandate to provide and enforce various justice programs and services for residents of the Northwest Territories. The Deputy Minister, as the administrative head of the Department, is an important link in translating the political will and the policies of the Government and the Minister into effective programs.

As a senior manager, the Assistant Deputy Minister (Attorney General) is expected to act as a source of technical expertise and provide sound administrative and management advice to the Deputy Minister and subordinates in the Department. The incumbent serves on a senior management team, which is responsible for setting and achieving the financial goals and policy objectives for the Department.

The position is responsible for providing guidance and leadership to senior officials within the Department by motivating, monitoring and coordinating the activities of directors and managers to ensure the effective delivery of justice programs in the Northwest Territories, and to ensure the legal services delivered to the Government are of the highest caliber.

The Attorney General is the official legal adviser to the Government, and must ensure that the administration of public affairs accords with the law. The incumbent is responsible for assisting the Minister and the Deputy Minister in fulfilling those legal obligations.

If the Deputy Minister is not a lawyer, the Assistant Deputy Minister (Attorney General) attends meetings of the Executive Council (Cabinet) and the Financial Management Board (FMB) as the official legal advisor to those bodies, and must give legal advice either when called upon or when he or she identifies an issue that should be brought to the attention of those bodies.

The position is also responsible for maintaining interaction with the judiciary of the Supreme Court and the Territorial Court to ensure that adequate administrative support is being provided to the judiciary.

With the transition to self-government in various communities and regions in the Northwest Territories, the incumbent will be required to contribute to and implement the strategies adopted by the Government on matters involving devolution of government programs.

As the second most senior public servant responsible for the implementation of justice programs, the incumbent must attend various intergovernmental meetings and conferences to learn of challenges and initiatives in other jurisdictions. When federal interests and funding are at issue, the incumbent must be able to contribute to a resolution of any differences, discuss new policies and initiatives and implement as necessary, and generally ensure that justice programs in the NWT are carried out as effectively as possible.

In keeping with the direction of the Deputy Minister, the incumbent has management and administrative responsibility for Legal Division, Legislation Division, Court Services and Legal Registries. The incumbent is also responsible for the administrative support required for four programs providing services to the public - the Legal Aid Commission, the Coroner Service, the Public Trustee, and the Rental Office. The incumbent also acts as a liaison between each entity and the Minister and/or Deputy Minister, and deals with concerns and inquiries from members of the public. Responsibility for the Public Trustee Office includes serving as Deputy Public Trustee and acting as Public Trustee in his or her absence.

Responsibility for the Legal Aid Commission includes, but is not limited to, membership on the Commission as the representative of the Department, attending all Commission meetings, participating in the negotiation of the Access to Justice Agreement with Canada (which provides for a significant portion of the Legal Aid funding), and participating in the Federal/Provincial/Territorial Working Group on Legal Aid.

The incumbent is consulted upon and must make decisions in respect of complex and often difficult human resource management issues.

10 Government Departments and a range of boards and agencies obtain legal services from the Department of Justice.

DIMENSIONS

- Reporting Positions: 8 direct reports, including 5 Directors; 159 indirect reports
- Total Combined Budgets: \$ 32.4M

RESPONSIBILITIES

1. In accordance with departmental policy and direction from the Minister and Deputy Minister, directs and manages justice programs and services throughout the Northwest Territories, makes recommendations on policies to be adopted and establishes definitive standards of professional and managerial competence to ensure that these programs and services are delivered effectively.
2. Ensures that the Minister and the Deputy Minister are kept apprised of all incidents and issues within areas of responsibility.
3. Directs the provision of a full range of legal services to all departments and government boards and agencies in order to ensure they receive sound legal support in developing, implementing and administering their policies, programs and legislation.
4. Ensures that justice programs for the public are carried out effectively and efficiently and determines whether these programs meet the needs of residents. For example, legal aid (delivered by the Legal Aid Commission), the Rental Office, the Public Trustee etc.
5. Exercises management and administrative responsibility for Legal Division (including Maintenance Enforcement), Legislation Division, Court Services and Legal Registries. The incumbent is also responsible for the support and supervision of four programs providing services to the public - the Legal Aid Commission and Children's Lawyer, the Coroner Service, the Public Trustee, and the Rental Office.
6. Develops and monitors administrative procedures and guidelines pertaining to programs and services within areas of responsibility.

7. Participates in strategic planning and implementation of initiatives as a member of the senior management team.
8. Develops and works on legislative initiatives. The process requires consultation, a complete policy review of an area, drafting of the proposal, preparing briefing material, instructing drafters, implementing the legislation, and monitoring its effectiveness.
9. Maintains a working relationship with the justice departments of other governments to foster and encourage inter-jurisdictional cooperation in justice initiatives.
10. Represents the GNWT at senior level intergovernmental meetings and conferences as well as in negotiations with the Federal government.
11. Ensures that an efficient mechanism is developed and maintained within the Department to implement and recommend changes to existing legislation, regulations and orders as required by departments within the Government.
12. Develops appropriate position papers and briefing materials for the use of the Minister and Deputy Minister on matters of departmental and governmental interest.
13. Shares in responsibility for coordinating activities to publicize justice services and programs throughout the Northwest Territories.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

The incumbent is required to frequently use combined senses of sight and hearing, to enable interpretation of expression and body language nuances at a heightened level during high level advisory meetings and negotiations.

Mental Demands

The nature of the position requires the incumbent to frequently meet very short timelines in preparing materials for the Minister, Cabinet and FMB and responding to requests for information from the Minister and the Deputy Minister; inquiries and concerns raised by members of the public also compete for priority and must be handled promptly and tactfully.

In addition to the materials produced, a high volume of material must be read and absorbed, often requiring time outside normal working hours.

KNOWLEDGE, SKILLS AND ABILITIES

- High level of knowledge of, and expertise in, the practice of public law;
- Full working knowledge of and experience in:
 - the laws of Canada and the NWT,
 - Indigenous and northern issues in general, and
 - Government policies, practices and initiatives;
- Maturity and judgment in addressing legal issues;
- Effective written and verbal communication skills;
- The ability to work effectively with all those involved in the justice system;
- The ability to work to deadlines, and to respond to changing deadlines;
- The ability to effectively manage a diverse teams of individuals, and to make complex and difficult decisions when required;
- The ability to supervise the management of several diverse budgets;
- The ability to work effectively as a member of a senior management team;
- Ability to acquire and maintain the respect of the judiciary, the NWT Bar, clients and colleagues.

Typically, the above qualifications would be attained by:

A Law Degree and membership in the Northwest Territories Bar, at least eight years continuous practice as a member of the Bar, and five years of progressive management experience at a senior level, preferably in the NWT.

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