



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Broadcasting Analyst	
Position Number	Community	Division/Region
12-15000	Yellowknife	House and Journal Services

PURPOSE OF THE POSITION

As a member of the House, Procedures and Committees team, the Broadcasting Analyst provides the technical expertise and support required to ensure all aspects of the Northwest Territories Legislative Assembly's communications and broadcasting systems are fully operational. This position is also responsible for researching, developing, and implementing new and emerging technologies that support the Legislative Assembly's ongoing commitment to effectively reach and communicate with its Members, stakeholders, media, and the public.

The multifaceted communications approach adopted by the Legislative Assembly provides broad saturation over a large geographical area to reach all residents of the Northwest Territories. The Legislative Assembly is committed to ensuring that the public is well-informed and has access to Legislative Assembly proceedings in all official languages. This position plays an essential role in striving to meet this objective and demonstrating the accountability of the Northwest Territories Legislative Assembly.

SCOPE

The Legislative Assembly is one of the three distinct and autonomous branches of the Government of the Northwest Territories (Legislative, Executive and Judicial). As such, it operates with autonomy and independence from Cabinet direction and the public service at large. This independence is critical to the mandate of the Legislative Assembly to analyze, recommend amendments to and approve legislation and budgets proposed by cabinet. This also includes monitoring, assessing and critiquing the activities and performance of the executive branch. This function is therefore critical to ensuring there is a forum to ensure the Northwest Territories has a responsible parliamentary democracy.



The Broadcasting Analyst is located in Yellowknife and reports to the Manager, House and Journal Services. The position oversees contractors for sessional and committee broadcasting and contributes to the preparation and production of video projects, daily broadcasting. To be effective in this position, the incumbent must be capable of handling information in a manner that maintains the confidence of elected officials and is sensitive to issues of timeliness, confidentiality, and accuracy.

A Broadcasting Technician position indirectly reports to this position when staffed.

RESPONSIBILITIES

1. Manage the planning, development, and installation of communications and broadcasting networks within the Legislative Assembly.

- Plan, organize, and assist with the procurement of specialized equipment, software and computer services for the Legislative Assembly's broadcasting and communications systems, including the preparation of terms of reference and service contracts for the acquisition of new equipment and specialized services;
- Design, install, test, and administer the broadcast IP network;
- Install, configure, and administer the following: SQL servers, Windows NT domain server, Windows Internet Information Server, remote access, network firewalls, and video conferencing;
- Generate biweekly billing reports with SQL queries;
- Conduct site visits to associated colocation offices to inspect, inventory, and update hardware and software, and to install new computer facilities;
- Provide hardware, software, and operational support to staff, ensuring all systems are compatible and running efficiently;
- Coordinate, monitor, and evaluate the implementation of, or migration to, new systems through testing, parallel runs, audits, and post-implementation reviews;
- Provide remote network administration and technical support.
- Research and implement storage solutions for audio and video files in collaboration with Library Services;
- Examine alternate solutions to safeguard Legislative Assembly recordings;
- Schedule the network bridge for internal video conferencing;
- Ensure media assets are stored and managed properly; and,
- Diagnose and present timely solutions to technical issues encountered with the communication and information networks of the Legislative Assembly.

2. Run the Legislative Assembly's broadcasting program.

- Oversee, monitor and implement the internal audio-visual operations services providers to ensure the proper operation of the television broadcasting system and that broadcasting standards are being adhered to;



- Coordinate audio-visual operations to ensure television broadcast equipment is operational, and identify and coordinate all repairs, replacements, and or upgrades;
- Monitor satellite uplink equipment to ensure proper operation and liaise with Telesat Canada for any equipment repairs and/or replacements;
- Research alternative methods for broadcasting distribution needs, write reports on said research, provide budgetary information, and recommend solutions to the Manager, House and Journal Services;
- Coordinating with the Nunavut legislature, schedule the broadcasting network during and between Sessions of the Legislative Assembly, including the rebroadcasting of Committee video recordings;
- Liaise with Hansard contractor to research and troubleshoot various formats for video and audio services;
- Consult with the Sergeant-at-Arms and Manager of Public Affairs and Communications regarding technical broadcasting issues;
- Ensure proper operation of internal building cable system and assist building occupants with television setup/programming as required;
- Arrange setup and operation of Assembly's camcorder for various functions as required;
- Liaise with Official Languages interpreters to address any questions regarding the technical requirements for interpretation;
- Develop graphics generating system;
- Review and assess services related to broadcasting such as video recordings, social media video presence and web streaming, and offer recommendations on the further development of these services; and,
- Examine the latest in broadcast and media technologies and practices and make recommendations for potential enhancements to Assembly practices.
- Ensure all interpretation systems are functioning and provide recommendations on developing these systems as needed.

3. Provide strategic and professional support.

- Working with the Manager, House and Journal Services to create, review, and revise guidelines and operational procedures for live Chamber and committee broadcasts;
- Create, plan, and implement graphic elements for live broadcast of Chamber and committee proceedings; and,
- Coordinate with management and staff of the Office of the Clerk to ensure projects proceed on schedule and according to budget.

4. Ensure that video materials meet accepted standards.

- Contribute to the preparation and production of video projects as well as visual materials;
- Convert data from one medium to another;



- Create and coordinate a variety of projects while ensuring that all materials produced meet prescribed timelines as well as the standard of quality expected by the Legislative Assembly; and,
- Coordinate with management and staff of the Office of the Clerk to ensure projects proceed on schedule and according to budget.

5. Assist with the completion of office of the Clerk initiatives and work plans.

- Communicate and interact professionally and courteously with supervisors, co-workers, Members of the Legislative Assembly, Legislative Assembly staff, and the public;
- Co-operate with team members on joint projects, assist colleagues to ensure a fair distribution of the team's workload, support team decisions and share all relevant and useful information;
- In collaboration with Public Affairs and Communications, draft, review, and revise web pages and content on the Legislative Assembly website;
- Liaise with central agencies within the Government of the Northwest Territories, as well as other legislatures across Canada;
- Participate periodically in conferences related to the field; and,
- Respond promptly, courteously, and efficiently to all inquiries, expediting requests from high-profile clients.

WORKING CONDITIONS

Physical Demands

When repairing or replacing equipment in the building, the Broadcasting Analyst is required to lift up to 50 pounds. Monthly.

Long periods of sitting. Daily, during session and committee meetings.

Environmental Conditions

Periods of high-paced activity and tight deadlines. Daily, during Session, committee meetings, and special events.

Sensory Demands

Work beyond normal office hours to broadcast proceedings and immediately provide technical troubleshooting for any broadcasting issues encountered. This position must also focus for long periods while broadcasting. Daily, during Session, committee meetings, and special events.



The Broadcasting Analyst must be able to track several varied tasks, plan work effectively, and work with frequent interruptions daily. Daily, during Session committee meetings, and special events.

Mental Demands

May have to work extended hours with little or no advance notice. Immediate provision of technical troubleshooting for any broadcasting issues encountered. Focus for long periods while broadcasting. Daily, during Session and committee meetings.
Periods of high stress in completing deadlines and heavy workload. Managing and releasing information of a confidential and sensitive nature can be stressful. Daily, during session and committee meetings.

Occasional travel to remote locations in the NWT. Quarterly.

KNOWLEDGE, SKILLS AND ABILITIES

- Specialized theoretical and practical knowledge of computers and computer applications in a Microsoft Windows Server-based network environment.
- Specialized knowledge of broadcasting services, including digital broadcasting, streaming, and web video.
- Knowledge of analogue and digital audio-video networking, including Dante.
- Knowledge of Drupal-based content management software (or similar software).
- Skilled in handling information in a manner that maintains the confidence of elected officials and is sensitive to issues of timeliness, confidentiality, and accuracy.
- Ability to think critically and to make difficult choices supported by adequate research.
- Ability to communicate and interact professionally and courteously with supervisors, co-workers, Members of the Legislative Assembly, Legislative Assembly staff, and the public.
- Ability to create, review, and revise web pages and content on the Legislative Assembly website, in conjunction with the Public Affairs and Communications team.
- Ability to work independently and to take initiative in setting daily work plans and in achieving goals with limited resources.
- Ability to work with all Members of the House and Journal Services team to ensure proceedings are successfully recorded, interpreted and broadcast as required.
- Ability to incorporate emerging technologies into the Legislative Assembly's Office of the Clerk service offerings.
- Ability to set priorities and to meet pressing deadlines in a high-pressure work environment.
- 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 postsecondary diploma in broadcasting or a related discipline along with two (2) years of experience working in broadcast facilities.

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