



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Senior Advisor, Legislation and Legal Affairs	
Position Number	Community	Division/Region
23-14631	Yellowknife	Policy, Legislation & Evaluation & Communications/HQ

PURPOSE OF THE POSITION

The Senior Advisor, Legislation and Legal Affairs (Senior Advisor) provides expert advice on, and implements strategies for the legislative review of Departmental legislation and where appropriate, other assigned special projects, ensuring that appropriate information and briefings are provided to the Minister, Cabinet, Standing Committee, and stakeholder groups. The position also provides expert advice in the areas of legislation analysis, coordination and implementation to ensure the development of new legislation and regulations administered by the Department of Environment and Climate Change (ECC) are consistent with Cabinet direction, land claim agreements and federal legislation. The position coordinates the amendment of legislation and development of new legislation and provides expert advice on legislation processes including drafting. This position also provides expert advice relating to legal issues in relation to departmental activities as they arise.

SCOPE

Located in Yellowknife and reporting to the Manager, Legislation and Legal Affairs (Manager), the Senior Advisor, Legislation and Legal Affairs is called upon to provide advice and coordinate responses regarding the varied legal issues that arise related to legislation and departmental activities in general. The actions recommended can have a significant impact on the way the department delivers programs. Recommendations also have potentially significant financial implications through the provision of advice that may result in the department avoiding costly lawsuits. Recommended actions often deal with issues that have a high public profile as well. If unable to obtain agreement, balancing varying interests the incumbent recommends compromises, or alternative positions, to the Manager, Legislation and Legal Affairs, the Director, Policy, Legislation, Evaluation and Communications (Director), other senior managers, the Assistant Deputy Ministers, the Deputy Minister, the Minister, or Executive Council. The Department of Environment and Climate Change (ECC) has broad resource



management responsibilities and a mandate for environment, forests, land and water and wildlife. The Legislation Unit within the Policy, Legislation, Evaluation and Communications Division is responsible for providing expert advice relating to legislation and legal affairs relating to the mandate of the Department, in addition to coordinating the development of new policy and legislative initiatives, as well as the legal activities of the Department.

The Department is responsible for the administration of 18 statutes and associated regulations, many of which need to be revised, updated, or replaced to be consistent with settlement of land claims and all applicable federal legislation (e.g., Species at Risk Act). The subject matter is varied, ranging from environmental assessment and protection to wildlife management and forest management, as well as traditional knowledge. Amendment of existing legislation and regulations, and development of new legislation and policies must be undertaken in the context of 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 Government of the Northwest Territories (GNWT) and the Department.

The Senior Advisor needs to be familiar with this legal framework to play a coordinating role in the review and development of a wide range of legislation and polices, as well as administration of existing legislation, polices, and programs. The Senior Advisor works closely with the divisions responsible for 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 incumbent may be required to work under tight deadlines in high stress situations with information of a confidential nature.

RESPONSIBILITIES

1. Provides expert advice in the areas 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 Department and environment and natural resources policies to identify specific legal concerns;
- Reviews the Departments programs and activities for compliance with legislation;
- Analyzes and reports to Senior Management, the impact of both Federal and Territorial legislative changes on issues in the areas of the environment and natural resource management.

2. Leads the development of departmental legislative initiatives, including new acts and regulations and legislative amendments.



- Acts as a project manager and coordinates the development of new legislation or amendments to existing legislation.
- Advises on the substance of new and amended legislation and developing recommendations for the consideration of Cabinet and the Legislative Assembly;
- 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, policy, etc.) to govern the achievement of Departmental objectives;
- Revises 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;
- Prepares drafting instructions for Department of Justice and meet 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 committees and participate on interdepartmental committees dealing with issues related to departmental legislation, as appropriate and assigned.
- Advises on other departmental and GNWT initiatives as requested in order to coordinate with and obtain information on other related departmental and GNWT projects;
- Conducts research to assist in development of legislation and analyzes methods of addressing legislative issues;
- Analyzes results of public consultation in relation to new legislation or amendments to legislation being developed.

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

- Reviews Departmental requests for legal opinions and provide support and advice to Divisions;
- Provides advice on the legal implications of various policy initiatives that fall within the department's mandate;
- Reviews and develops legal instruments including contracts, memoranda of understanding and proposed policies, and referring for legal opinions where necessary;
- Provides advice to dealing with legal issues that have been identified;
- Participates in the preparation of strategies and supporting documents (briefing notes, Ministerial statements and information items and decision papers for Cabinet and information for Standing Committees as required) regarding legislative initiatives and legal affairs of the department (i.e., land claims negotiations and interim measures agreements) to provide advice on issues where there may be legislative implications;



- Engages with Indigenous governments, land claims organizations, and stakeholders on issues related to new or amended legislation; and
 - Attends public meetings as required as part of the legislative consultation process.
- 4. Evaluates Departmental policies and programs to determine their effectiveness in meeting legislative requirements.**
- Reviews policy proposals for consistency with applicable legislation;
 - Provides advice on the legal implications of various policy initiatives that fall within the department's mandate; and
 - Recommends and provides support and advice to the development of policy approaches that would remain consistent with existing legislation or advising on legislative changes required to allow for specific policy approaches.
- 5. Participates in interdepartmental committees focused on legislation and legislative development.**
- Participates in interdepartmental committees dealing with issues that affect or have implications for departmental legislation or legislative development initiatives, as appropriate and assigned.
 - Participates in working groups assigned to develop options and recommendations for legislative action and processes.
 - Participates in and provides departmental advice to interdepartmental working groups for GNWT-wide initiatives or other department's legislative development initiatives.
 - Facilitates and coordinates departmental reviews on other GNWT department, federal, and Indigenous government legislative initiatives.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Occasional travel is required.



KNOWLEDGE, SKILLS AND ABILITIES

- Specialized technical 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 departmental legislation and goals and objectives, and the political and social environment in which department programs and services are delivered;
- Knowledge of the legislative development process;
- Knowledge of land claim agreements;
- Knowledge of northern peoples, cultures and communities;
- Familiarity with key pieces of federal legislation that affect departmental operations
- Proven analytical, research, writing and communication abilities;
- Human relations know-how and skills in order to build and sustain relationships with stakeholders, lead teams and carry out complex negotiations.
- Ability to read and interpret legislation;
- Ability to identify key issues from complex documents, and explain these issues in plain language;
- Ability to work effectively in teams;
- Ability to organize, prioritize and work under pressure and with deadlines;
- Skilled with project management and co-ordination;
- Ability to make effective oral presentations;
- Political sensitivity, self-confidence, tact and diplomacy are also critical in contacts with stakeholders and politicians.
- 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 and a degree program in law (LLB/JD), as well as a minimum of three (3) years' experience working with law and legislation, experience in the development, implementation and evaluation of legislation, and experience in writing and researching formal advisory and decision documents.

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