



IDENTIFICATION

Department	Position Title	
Justice	Senior Legislative Advisor	
Position Number	Community	Division/Region
82-14008	Yellowknife	Policy and Planning/HQ

PURPOSE OF THE POSITION

The Senior Legislative Advisor provides expert advice on and implements strategies for review of departmental legislation and other assigned special projects. The position also provides expert advice in the areas of legislative analysis, coordination, development and implementation to ensure that statutes and regulations administered by the Department of Justice are consistent with Executive Council direction and federal legislation.

The position coordinates the amendment of existing legislation, the development of new legislation, and provides expert advice on legislative processes. The incumbent is part of a team of professionals that updates the legislative and policy framework supporting the Department's mandate.

SCOPE

The Department of Justice is responsible for a legislative and policy framework that is broad and complex, including over 80 pieces of territorial legislation relating to the functions of Attorney General and Solicitor General. The incumbent will need to be familiar with this legal framework, as well as federal legislation, to play a leadership role in the review and development of legislation and regulations that are consistent with the overall vision and direction of the GNWT

Located in Yellowknife, this position reports to the Manager, Policy and Planning, within the Policy and Planning Division. The Policy and Planning Division is responsible for coordinating the development of new policy and legislative initiatives.

The incumbent is called upon to provide strategic policy advice and to coordinate responses regarding the varied legal, and policy issues that arise related to legislation and departmental activities in general, and to recommend courses of action to mitigate risks.



The incumbent consults with the Departmental divisions responsible for implementation of the legislation and program delivery, as well as legislative drafters and legal counsel from within the Department of Justice. The incumbent also consults with representatives from other governments (provinces, territories, federal), organizations, and the general public when necessary.

RESPONSIBILITIES

1. Provide advice in the areas of legislation related to the programs, services and operations of the department, and departmental policies.

- Review and make recommendations on departmental legislation.
- Represent the department's legislative interests with other departments, governments, and external organizations.
- Review the Department's programs and activities/initiatives for compliance with legislation.
- Analyze and report to Senior Management, the impact of both federal and territorial legislative changes on issues within the mandate of the Department.
- Conduct research to assist in the development of legislation and analyze local and National issues relevant to the departmental mandate to ensure that NWT legislation meets the need of the Territory, and is also harmonized with Federal Legislation and that of the various provinces.

2. Coordinate the development of new or amended statutes and regulations.

- Identify legal issues related to legislation or policy proposals and provide advice on the best means of addressing these issues, consulting with Legal Counsel on legal issues as necessary.
- Review departmental actions or proposals as requested to determine whether they are consistent with legal obligations under Acts or agreements.
- Develop briefing materials to assist in decision-making related to legislative items.
- Advise on the substance of new and amended legislation and develop recommendations for the consideration of Cabinet and the Legislative Assembly.
- Participate on departmental project teams created to coordinate departmental and public input into legislation development or amendments.
- Coordinate the development of new legislation or amendments to existing legislation with departmental divisions.
- Interpret legislation and provide advice about the legislative development process.
- Provide advice about the appropriate instrument (e.g., statutes, regulations) to govern the achievement of Departmental objectives.
- Revise and prepare documents used in the legislative process, including drafting instructions, legislative proposals and public consultation documents, for conformity with standards and policy direction and recommend revisions as required.



- Prepare 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.
- Coordinate departmental committees and participate on interdepartmental committees dealing with issues related to departmental legislation, as appropriate and assigned.
- Advise on other departmental and GNWT initiatives as requested in order to coordinate with and obtain information on other related departmental and GNWT projects.
- Conduct research to assist in development of legislation and analyze methods of addressing legislative issues.
- Consult with Legal Counsel in order to provide advice on effective consultation processes that are consistent with settled land claim agreements, case law and other legal obligations.
- Analyze results of public engagement in relation to new legislation or amendments to legislation being developed.
- Engage with stakeholders on issues related to new or amended legislation and attend public meetings as required as part of the legislative consultation process.

3. Evaluate departmental policies and programs to determine their effectiveness in meeting legislative requirements.

- Review policy proposals for consistency with applicable legislation.
- Consult with Legal Counsel to provide advice on the legal implications of policy initiatives that fall within the department's mandate.
- Recommend and provide support and advice to the development of policy approaches that would remain consistent with existing legislation or advise on legislative changes required to allow for specific policy approaches.
- Work with the Manager, Policy and Planning, to identify gaps in policies, procedures, and legislation that may cause political issues and operational inconsistencies, and recommend potential solutions.

4. Support departmental policy and planning initiatives.

- Research issues and develop correspondence and documents for signature by the Deputy Minister or Minister.
- Review and analyze reports, submissions and legislation from other jurisdictions, and identify NWT interests and impacts.
- Prepare and coordinate the development of briefing materials for Legislative Assembly activities and federal/provincial/territorial meetings and negotiations, including researching and developing departmental positions or policy statements.
- Provide support to the departmental corporate business planning and results reporting processes.
- Prepare presentations and supporting resources for Ministerial or Directorate level events, meetings and forums.



- Prepare briefing materials, including materials for sessions of the Legislative Assembly, Standing Committees and Executive Council, as well as intergovernmental meetings.
- Maintain a positive working relationship with provincial, territorial and federal counterparts as appropriate.

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. Accuracy is crucial for this position particularly in drafting and proofreading documents.

Mental Demands

The incumbent will be involved in undertaking multiple projects and tasks, often to tight deadlines, in a setting where there are frequently changing priorities, conflicting interests and differing perspectives. This position involves frequent collaboration with senior officials.

The incumbent will work with information of a confidential nature and may be required to work under tight deadlines in a setting where there are frequently changing and competing priorities, conflicting interests and differing perspectives.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legal and legislative processes, practices and principles.
- Knowledge of the policy development process as well as different policy instruments (e.g., statutes, regulations, policy, guidelines/best practices).
- Experience in and knowledge of statutory interpretation.
- Knowledge of the various legislation issues pertaining to Justice mandates.
- Knowledge of departmental legislation, goals and objectives, as well as the political and social environment in which department programs and services are delivered.
- Familiarity with key pieces of NWT and federal legislation that relate to departmental operations.
- Knowledge of northern peoples, cultures and communities.
- Research and analytical skills, including knowledge of legal research and analysis techniques.
- Project management and coordination skills.



- Oral and written skills to effectively convey messages and provide clarity to communications, using plain language, diplomacy, tact and good judgement.
- Ability to engage the public in a culturally appropriate manner both in writing and orally, to members of other, different communities.
- Ability to analyze complex issues and make decisions and offer solutions based upon this analysis.
- Ability to incorporate the perspectives of all members of the community in a decision-making process.
- Ability to read and interpret legislation.
- Ability to identify and explain key issues in complex documents.
- Ability to effectively work in teams, and to effectively motivate and lead a team and keep it focused on core issues throughout a long and complex process.
- Ability to organize, prioritize and work under pressure.
- Ability to analyze critically and suggest an appropriate course of action, sometimes in a short timeframe.
- Computer skills including Microsoft Office, email, scheduler, file and records management.
- Human relations skills in order to build and sustain relationships with stakeholders and lead teams.
- Political sensitivity, tact and diplomacy are critical.
- 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:

Bachelor's degree in business/public administration with three (3) years of relevant experience.

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