



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Manager, Research Services	
Position Number	Community	Division/Region
12-15887	Yellowknife	Research Services/HQ

PURPOSE OF THE POSITION

The Manager, Research Services is responsible for research, writing, analysis, and advisory services to individual Members of the Legislative Assembly (Members), the Speaker, the Clerk, and the Deputy Clerks of the Northwest Territories Legislative Assembly (Assembly). The incumbent must ensure these clients receive high-quality information and advice to assist in their decision-making and that positions and decisions taken are clearly and appropriately reflected in reports, correspondence, or speaking notes as required. This position carries out its responsibilities following political direction, parliamentary protocols and procedures, Board of Management policies, and the *Legislative Assembly and Executive Council Act*.

The Manager, Research Services is the key advisor to the Deputy Clerk, House, Procedures and Committees (Deputy Clerk) for all information and analysis that is provided to Members in the execution of their parliamentary duties. The Manager, Research Services also provides research, analysis, and advisory services to the Office of the Clerk by supporting action items of the Clerk's leadership group and establishing a research agenda. The Manager is responsible for supervising two Research Analysts and ensuring that the advice, analysis, and information provided to Members is accurate, balanced, and apolitical, reflective of the Legislative Assembly's important role of serving the Members in their duties as parliamentarians, but not as political actors.

A key purpose of the position is to provide a service to both Regular Members and Members of the Executive Council with independent research into topics of interest and concern. The position provides Members an independent service of the Assembly which helps them gather information on their own areas of interest and priority, outside of Committee or Ministerial portfolios, which will support the capacity of Members and their efforts to obtain information and pursue political priorities.



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 scrutinize and approve legislation and budgets proposed by cabinet, monitor and critique the activities and performance of the executive branch and provide a forum for the exercise of responsible parliamentary democracy in the Northwest Territories.

Located in Yellowknife and reporting to the Deputy Clerk, House, Procedures and Committees, the Manager, Research directly supervises two Research Analysts. The Manager must work with their staff as well as staff from across the Office of the Clerk to complete projects for individual Members. The incumbent conducts research for corporate projects as well as research projects for individual Members. In order to carry out their duties, the incumbent deals directly with Members and other clients with little supervision and must be impartial, knowledgeable and trustworthy.

Individual Members use research, information, analysis, and advice provided by the incumbent in making decisions on legislation, appropriations, and other government initiatives and on whether and how to pursue constituency issues. The Manager must provide these services directly to clients with little or no supervision from the Deputy Clerk.

Information provided to clients is drawn from several sources, including GNWT departments, media, interest groups, other Canadian and international governments, academic publications, and the Manager's corporate knowledge. The analysis involves determining what information is needed, comparing initiatives with past practices and practices in other jurisdictions, analyzing legislation, and providing suggestions of issues and questions Members may wish to pursue to better understand the issue and achieve their political priorities. The information and analysis must be consolidated into clear briefing notes for oral and/or written presentation.

The scope of advice covers the full range of activities of the GNWT and its agencies, the activities of statutory officers of the Legislative Assembly, and any initiatives of other levels of government, the private sector and the non-governmental sector that are of interest to clients.

The Manager provides apolitical research, writing, analysis, and advisory services to individual MLAs, including members of the Executive Council and Regular Members in the execution of their parliamentary duties, including the establishment of standards, practices, and tracking mechanisms for research requests from individual members, information, analysis and speaking points for questions and statements for individual Members, and maintenance of a neutral relationship with Members of Executive Council and Regular Members. The Manager, Committee and Advisory Services and the Manager of Research Services work closely together



to ensure Committee requests remain separate from individual Member requests and to ensure cross-over of information between staff where appropriate. The Manager must work closely with Library Services to improve the consistency and quality of services provided to individual members.

The Manager will be charged with leading the development, implementation, and monitoring of evaluation mechanisms for services provided to individual Members in collaboration with Committees, Library, and Journals services to utilize data based on requests from individual Members to plan, monitor, report, and evaluate strategic advice on trends and priorities.

In addition to directly supporting the independent research requests of all Members, the Manager of research will provide apolitical research, writing, analysis, and advisory services to the Office of the Clerk. This includes:

Researching, analyzing, and developing reports and briefing notes, and provides solutions, alternatives, recommendations, and action items for members of the Clerk's Leadership Group (the executive committee) on operational issues and organizational initiatives and priorities.

- a. Develop and implement a research agenda for the Office of the Clerk with support from Library, Committee and Journal services based on direction from senior management
- b. Provide leadership and management in the development of objective analysis and broad policy and strategic advice on initiatives led by the Office of the Clerk
- c. Lead the development, coordination and modification of policy and procedural initiatives to ensure comprehensive and evidence-based information is shared with the Office of the Clerk to support well informed decision making
- d. Utilize evidence-based data to collaborate with staff within the Office of the Clerk to monitor emerging issues and trends from individual members, including the development of briefing materials for senior management consideration

Information, analysis and speaking points the Manager and Research Analysts provide to individual Members are often the basis for their questions and statements in the House, and impact on their credibility in the eyes of the public and other Members. Some Members, especially those who are newly elected, rely heavily on the advice of the Manager of Research, and the incumbent must therefore act with a heightened sense of tact, protocol, and judgment, and ensure that staff do the same.

The Manager is responsible for drafting (in coordination with the Manager of Journals and Manager of Committees) quarterly territorial submissions to periodic parliamentary journals including the Table and the Canadian Parliamentary Review.



RESPONSIBILITIES

1. Leadership and Management of Staff.

- The Manager is expected to lead, mentor and coach the Research Analysts on the execution and delivery of their work, including motivating staff through complex assignments to ensure quality of services provided to clients and development of staff abilities.
- The Manager will establish priorities and performance objectives for the Research Analysts, and receive and assign all requests for assistance from Members. The incumbent is also expected to manage and plan for, the fiscal and human resource requirements to complete the work assigned to the Manager and Research Analysts. The Manager will also establish, monitor and report on performance measures and objectives.

2. Develop and maintain effective working relationships with Members, Committees and senior government officials.

- The Manager is expected to develop and maintain effective working relationships with Members and Committees such that they hold confidence in the information, analysis and advice being presented. Without this confidence, the Manager would be unable to complete their duties. Further, the Manager is expected to maintain strong working relationships with their counterparts across government, such as Directors of Policy and Legislation. This working relationship is important to the free flow of information from Departments to respond to Members' research requests.

3. Ensure research is impartial, confidential and meet the expectations and needs of clients, and ensure effective information services in accordance with expectations set by the Board of Management and the Clerk.

- The Manager is responsible for establishing standards, practices and procedures to ensure that the research, information, analysis and advice provided to Members and Committees is of the highest quality, impartial and confidential. The Manager will ensure these standards are being met, and practices and procedures followed. The incumbent is responsible for identifying and communicating the expectations for services established by the Board of Management, the Clerk and the Deputy Clerk, Procedures and Committees.

4. Provide research, writing, analysis and advice to individual Members and the Office of the Clerk leadership team.

- The incumbent must be able to quickly analyze large amounts of information and prepare and present briefing notes on legislation, appropriations, and other Government initiatives as requested by Members. The Manager must engage with Committee staff to obtain information in their efforts to support Members requests which may stem beyond their Committee obligations.



Contribute to and/or facilitate corporate initiatives.

- The incumbent will be expected to contribute to, facilitate or assist with facilitating corporate initiatives within the Legislative Assembly. The incumbent will lead or participate on project teams for special corporate initiatives including transition and orientation planning with each new Assembly. The Manager will draft public documents, prepare briefing notes, oversee the work of consultants and participate in management discussions on business plans, policies, legislation and other day to day issues.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

This position must be able to maintain focused listening and concentration for long periods during Committee meetings, while observing body language, and often being distracted from the proceedings by Members wishing to have side conversations with the position. The demands are particularly intense when the position is acting as a facilitator.

Mental Demands

Periods of high activity in competing deadlines and heavy workload, as Committee workloads are substantial, and deadlines are set by the Rules of the Legislative Assembly. Managing and releasing information of a confidential and sensitive nature can be demanding. Must be able to gracefully handle sometimes harsh and unfair criticism by elected officials, which may occasionally take place in public meetings, and to coach staff who may be subjected to the same.

KNOWLEDGE, SKILLS AND ABILITIES

- Detailed knowledge of the Legislative Assembly and Executive Council Act and its regulations; the Rules of the Legislative Assembly, the principles and processes and conventions of consensus government, parliamentary procedure
- Sound knowledge of territorial and national social, economic and political issues, particularly as they relate to the people, culture, and government of the NWT, and
- In depth understanding of the legislative and government appropriation processes;
- Excellent legislative analysis and interpretation skills;
- Sound research, problem solving, analytical and evaluation skills;



- Demonstrated ability to undertake political sensitive projects or to work in a highly charged emotional and political atmosphere in a diplomatic and sensitive manner ,
- Leadership skills;
- Inter-personal skills to facilitate relationship building in order to serve the interests of Members, between the Office of the Clerk and the Executive Council, the GNWT, as well as external stakeholders
- Human resource management skills;
- Verbal and written communication skills;
- Time management and organizational skills;
- Thorough understanding of computer applications including in-depth knowledge of Microsoft Excel, Word, Power Point;
- 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:

Completion of a degree in Law, Public Administration, Political Science, Economics or a related discipline, combined with 2 years of management experience and 3 years of experience including some or all of the following: public sector policy and/or legislation development, legislative drafting, work for elected officials, and northern political and public policy issues.

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