



Position Profile – Deputy Clerk of the Legislative Assembly

PURPOSE OF THE POSITION

The Deputy Clerk, along with the Clerk of the Legislative Assembly, the Director of Operations and Financial Services and the Director of Research, Policy and Library Services, constitute the Legislative Assembly's senior management team.

The position is called upon to perform the duties of the Clerk of the Legislative Assembly in their absence.

In addition to serving as a table officer during sittings of the Legislative Assembly, the position has the responsibility, along with the Clerk, for providing impartial procedural advice directly to the Speaker and Members of the Legislative Assembly, as well as the standing and special committees of the House.

The Deputy Clerk is accountable for the provision of unified, integrated and coordinated services to the various standing and special committees of the Legislative Assembly. The position is responsible for ensuring that consistent, impartial and expert procedural advice is provided to all standing committees in the performance of their duties. The position is called upon to address and resolve ongoing issues, complaints, disagreements and other sensitive matters regarding the provision of services to Members and committees while also promoting and influencing a client-centric approach to service delivery. The position, from time to time, can be called upon to represent the Speaker and the Legislative Assembly in high-level meetings and will often, along with Clerk, be a point of contact between standing committees, Ministers and Deputy Ministers with respect to their interactions with standing committees. In assisting the Clerk during the Committee of the Whole, the Deputy Clerk is also responsible for providing advice directly to presiding officers as they oversee the consideration of proposed budgets, legislation, committee reports and other issues.

The Deputy Clerk is also responsible for maintaining the official records of the Legislative Assembly and its committees including the production and publication of *Hansard*. They are also responsible for ensuring that committee meetings are held in an open and transparent way and that the proceedings of these meetings are available to the public by way of advance notice and television and radio broadcasting where appropriate.

The Deputy Clerk is responsible for the provision of interpretation and translation services to the Legislative Assembly.

SCOPE

The Legislative Assembly is one of the three distinct and autonomous branches of the Government of Nunavut (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 Nunavut

The Office of the Clerk is responsible for providing impartial procedural, legal and research advice to the Speaker and the Members of the Assembly. This office is also responsible for a wide range of duties relating to the proceedings and official records of the Legislative Assembly and its committees and has overall responsibility for the delivery of Members' services, finance and human resource administration, research and library services, and facility operations. Unlike the government departments that constitute the executive branch of government, the responsibilities of the Office of the Clerk are carried out under the exclusive direction of the Speaker of the Legislative Assembly and the Management and Services Board, which perform the respective roles and responsibilities of the Premier, Cabinet and Financial Management Board for the Executive Branch.

The Clerk and Deputy Clerk of the Legislative Assembly function in a highly politicized environment where they interact and provide services and advice directly to Members, Ministers and senior government officials. Each is privy to sensitive and highly confidential information and must consistently demonstrate diplomacy, tact and professionalism of the highest order, particularly when disagreements or conflicts arise with elected officials. In addition to the code of conduct that applies to all members of the public service, the officers and employees of the Legislative Assembly are required by legislation to swear a separate Oath of Office.

RESPONSIBILITIES

1. **Table Officer of the Legislative Assembly**

- As an Officer of the Legislative Assembly and a Clerk-at-the Table, the Deputy Clerk provides expertise and parliamentary advice to the Speaker and Members of the Legislative Assembly on the interpretation of the Rules of the Legislative Assembly, the application of parliamentary law, privilege, procedures, practice, and precedents. The Deputy Clerk assists in the drafting of rulings on points of order and questions of privilege raised by Members pursuant to the Rules of the Legislative Assembly for consideration of the Speaker, Chair of Committee of the Whole or standing committee chairs.

2. **Executive Leadership**

- Contributes organization-wide insight, analysis and direction as a member of the Legislative Assembly's senior management team on matters involving: the strategic direction and growth of the institution; the development and evaluation of short-term and long-range operational strategies and plans; policy and program development; budget development, expenditure management and financial reporting and compliance; risk management; assessment of operational and financial performance; and the creation of a corporate culture of service excellence, innovation, impartiality and accountability. The Deputy Clerk is also responsible for the production and publication of the Legislative Assembly's unofficial record (the Blues) and *Hansard*. This includes the responsibility for establishing appropriate guidelines for the production of these documents as well as the monitoring the quality and accuracy of the final product. The Deputy Clerk is called upon regularly to perform the duties of the Clerk of the Legislative Assembly in their absence.

3. **Committee Leadership**

- Provides procedural advice and operational guidance directly to the Standing and Special committees of the House. This advice and guidance is critical to ensuring that the relationship between cabinet and standing committees is reflective of the healthy level of tension between the Executive and Legislative branches as envisioned in the Principles of Consensus Government. In this capacity, the Deputy Clerk, along with the Clerk, oversees and provides direction to all committee staff to ensure that committees are responding to matters and addressing matters referred to them directly in a timely, consistent and responsive manner. Failure to do so may result in delays in the introduction and passage of the government's legislation and budgets as well as other policy and program matters referred to committees for input.

Mental Demands

The Legislative Assembly environment can be complex and demanding, particularly when the Assembly is in session. There are many competing deadlines that include certain maximum statutory time frames that dictate the overall schedule in which the incumbent must complete tasks. Not meeting statutory deadlines will result in the Legislative Assembly being in non-compliance with its legislation and call the integrity of the institution into question.

The incumbent deals with Members of the Legislative Assembly and other senior government officials that have different priorities and demands. The incumbent is also privy to, and at times involved in matters that are of a highly personal, confidential, or politically sensitive nature.

The incumbent is viewed as the expert in many areas. Resolutions and answers are expected to be delivered in a timely manner and be consistent with past precedence and relevant governing statutes and policies. Advice and guidance that is not accurate or in compliance with legislation or policy could expose Members or government officials to risk and embarrassment.

The incumbent must be able to exercise diplomacy and patience in situations where they may be the target of harsh and sometimes unfair criticism by elected officials. The incumbent is expected to maintain a high level of professionalism at all times. Failure to do so can result in a breakdown of relationships with Members and diminished trust in the Office of the Clerk. All of these conditions can lead to mental and emotional fatigue and stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Advanced understanding of the Westminster system of parliamentary democracy and the respective roles of the Commissioner, the Executive, the Legislative Assembly, independent statutory officers and the Courts
- Command of the concepts, principles and approaches to organizational transformation, service delivery improvements and results-based management
- Command of the principles, methods and best practices in parliamentary governance and management accountability frameworks, including in-depth knowledge of the role and responsibilities of the committees of the Legislative Assembly
- Excellent procedural, analytical, communications and strategic planning skills
- Strong understanding of relevant legislation, regulations and government policies
- Superior written and verbal communications skills
- Ability to develop and maintain high level relationships
- Effective negotiation and conflict resolution skills
- Effective time management and organizational skills
- Effective individual and team management skills
- 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 post-graduate university degree in public administration, political science, law or another related field plus a minimum of eight (8) years of progressive management experience and experience providing procedural, legal or research services to Members of the Legislative Assembly or a committee. Experience serving at the Table of a legislature or as a clerk or research analyst for a standing committee would be a significant asset. These qualifications can also be met through a combination of education and relevant experience at a senior level in a similar environment to the Legislative Assembly.

Equivalent combinations of education and experience will be considered.