

# Position Profile

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**Clerk of the Legislative Assembly of Nunavut**

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**Legislative Assembly of Nunavut**

June 2024

## **BACKGROUND**

The Legislative Assembly is one of the three distinct and autonomous branches of the Government of the 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 the 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. The 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 Member services, finance and human resource administration, research and library services, facility operations, and visitor services. 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 who perform the respective roles and responsibilities of the Premier, Cabinet and Financial Management Board for the Legislative Branch.

The Clerk of the Legislative Assembly functions in a highly politicized environment where they interact and provide services and advice directly to Members, Ministers and senior government officials. The Clerk 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 and are subject to their own Code of Conduct.

## **CONTEXT – CLERK OF THE LEGISLATIVE ASSEMBLY**

The role of the Clerk of the Legislative Assembly is multi-faceted. First and foremost, the Clerk is a servant of the Legislative Assembly as an institution. This role involves working closely with the Speaker and the Management and Services Board to ensure the laws, practices, rules, traditions and customs of the Assembly are applied accurately and consistently and are perceived to be so in the eyes of the public. This role also involves ensuring that the services provided to Members and the public reflect and promote the cultural identity of the Nunavut and the symbolic and democratic significance of the institution of the Legislature.

The Clerk is the senior procedural advisor to the Speaker, the Assembly, its standing and special committees, and individual Members. The Clerk provides advice to the Assembly to ensure that its rules change to adapt to new realities and that, once adopted, they are applied in a consistent and unbiased manner. In fulfilling this role, the Clerk must anticipate but never lead. The Clerk's advice must be, and be seen as being, apolitical, impartial and unbiased.

The Clerk is the senior permanent officer of the Legislative Assembly and holds significant procedural and senior organizational leadership responsibilities. The Clerk oversees the development and delivery of Assembly services and supports to Members of the Legislative Assembly, Caucus, constituency offices, and committees. The Clerk leads a highly skilled and diverse professional team.

The primary procedural role of the Clerk is to contribute to the fulfilment of the Legislative Assembly's constitutional and representative functions by ensuring the Speaker, other Presiding Officers, Committees and all Members of the Legislative Assembly are provided with non-partisan authoritative procedural advice and guidance on the interpretation and application of the Rules of the Legislative Assembly, parliamentary practice, and parliamentary privilege. The Clerk is also responsible for the management of all official papers and records of the Assembly and its committees. The position also serves as Secretary to the Legislative Assembly Management and Services Board, providing support and advice in coordinating its work. The position also serves as Secretary to the Order of Nunavut Advisory Council, pursuant to the *Order of Nunavut Act*.

Pursuant to the *Legislative Assembly and Executive Council Act*, the Clerk shall be appointed by the Commissioner on the recommendation of the Management and Services Board approved by motion of the Legislative Assembly. As a permanent officer, the Clerk serves the House, regardless of prorogation or dissolution of the Legislative Assembly. Reporting to the Legislative Assembly through the Speaker, the Clerk's procedural and Chamber responsibilities are central to all legislative functions and operations. To perform the role effectively, the Clerk must have the confidence and support of all Members. As such, the Clerk must be non-partisan, must demonstrate sound judgment, integrity, and diplomacy, and must act with impartiality and discretion.

Like a Deputy Minister, the Clerk also holds primary responsibility for major organizational decisions, managing the overall provision of professional and operational services, and reporting on administrative and financial matters to the Legislative Assembly Management and Services Board.

The Clerk leads the development of the Legislative Assembly administration's short- and long-term strategic goals in support of the organization's vision and mission, contributing to the evaluation and assessment of Assembly programs. The Clerk must also offer strategic leadership in planning for the continuity of the Assembly's core functions, and with any other organizational priorities that may be identified by the Speaker or the Legislative Assembly Management and Services Board and Caucus.

The Clerk is responsible for the overall financial management of a budget of approximately \$30.0 million. The budget provides for the operation of the Legislative Assembly and its committees, including the provision of indemnities, allowances and salaries for Members of the Legislative Assembly, Statutory Officers and staff, and for support services and other related costs. Annually, the Clerk signs the financial statements of the Legislative Assembly, attesting to their accuracy and integrity.

The Clerk is also responsible for contributing to the implementation and maintenance of a system of internal controls providing reasonable assurance that assets are safeguarded, that transactions are properly authorized and recorded in compliance with statutory requirements, and that reliable financial information is available on a timely basis for preparation of the financial statements.

The Clerk leads an organization that is committed to value-focused service delivery, and ensures that the Legislative Assembly provides the highest level of support and services to those they serve. The incumbent must work collectively with key officeholders and staff to implement innovative ways in which to enhance organizational efficiency and effectiveness. The incumbent must also maintain awareness of procedural and organizational developments in other parliamentary jurisdictions to identify opportunities for future consideration, organizational improvements, and potential parliamentary reform.

The Clerk must ensure that, as an employer, the Legislative Assembly sustains a healthy workplace and is able to attract, retain, develop, and inspire talented employees to support strong organizational performance. Five positions report directly to the Clerk: the Deputy Clerk, the Director of Research and Library Services, the Director of Financial Services and Operations, the Public Affairs Officer and the Administrative Assistant to the Clerk.

## **MAJOR RESPONSIBILITIES**

Further to the context and general overview outlined above, the major responsibilities of the Clerk of the Legislative Assembly are:

- Assisting the Speaker with ensuring the proper functioning and operation of the Legislative Assembly and its committees.
- Providing procedural advice to the Speaker, other Presiding Officers, Members of the Legislative Assembly, caucus, government departments and the public on the interpretation and application of the Rules of the Legislative Assembly, and parliamentary practice, procedure and privilege.
- Consulting with staff on matters related to the business of the House; providing briefs to Members and staff on a confidential and timely basis on emerging scenarios as and when requested.
- Coordinating the transition from one Assembly to the next including orientation, priority-setting and establishing the structure of government, the Assembly and its committees.
- Performing ceremonial and procedural duties in the Chamber, including the calling and recording of standing votes, requesting of Assent, overseeing the election of a Speaker, Ministers, Premier and other parliamentary proceedings. It is the responsibility of the Clerk to provide advice and guidance to the Speaker and other Presiding Officers to ensure that parliamentary business is conducted in accordance with the Rules, procedures and practice.

- Researching and writing procedural rulings and statements for the Speaker and other Presiding Officers regarding matters arising in the Legislative Assembly or its committees.
- Safekeeping all papers and records of the Legislative Assembly and its committees in accordance with statute, the Rules or the direction of the Legislative Assembly and its committees.
- Preparing the daily script for the Speaker for each sitting day of the House.
- Preparing and issuing the daily sessional Orders of the Day and status page.
- Certifying bills at each stage and certifying the date on which Assent is granted.
- Providing procedural and administrative support to the Legislative Assembly Management and Services Board.
- Implementing the direction of the Legislative Assembly Management and Services Board with reference to the Board's responsibilities for the administration and financial oversight of the Legislative Assembly.
- Providing procedural and administrative support to the Order of Nunavut Advisory Council.
- Leading the Legislative Assembly management team and employees in sustaining a positive, respectful, collegial and productive work environment.
- Prudently managing the financial resources of the Legislative Assembly by implementing the necessary processes and controls, coordinating and preparing the Legislative Assembly's budget, and advising the Speaker and the Legislative Assembly's Management and Services Board in its consideration and approval.
- Ensuring effective organizational leadership in support of innovative, proactive and cost-effective information services, Hansard reporting, broadcasting, facility management, security, library, and research services to meet the needs of Members and employees.
- Providing support and direction for non-partisan parliamentary education and Legislative Assembly internal and external communications to enhance public appreciation, understanding and trust in the Legislative Assembly.
- Leading the development of innovative and on-going orientation services and programming for new and returning Members and supportive transition services for departing Members.
- Overseeing interparliamentary relations such as visits by parliamentary officials to the Legislative Assembly, parliamentary conferences hosted at the Legislative Assembly, and the Legislative Assembly's standing in interparliamentary organizations.
- Liaising with officials in other jurisdictions whenever Members and staff of the Legislative Assembly attend conferences, parliamentary seminars or workshops outside of the Nunavut.
- Ensuring that the Management and Services Board Members understand their fiduciary duties with respect to management of the Members Pension Plans and are provided the information and support required to carry them out.
- Coordinate the recruitment and appointment of statutory officers and support their activities by providing financial and human resources services without compromising their independence.
- When asked, providing unbiased advice to Independent Officers.

## **SELECTION CRITERIA**

### **Knowledge**

- An understanding of the principles of consensus government and the Inuit traditions and customs that form a fundamental part of it.
- An understanding of the Westminster system of parliamentary government and the respective roles of the Commissioner of Nunavut, the Executive, the Legislative Assembly and the judiciary.
- In-depth highly specialized subject-matter knowledge of parliamentary rules of debate, practices and procedures, and parliamentary privilege, and their applicability to the Legislative Assembly of Nunavut and its committees.
- Knowledge of and respect for the principles of parliamentary democracy and the legislative process in Nunavut.
- Knowledge of structure and functions of government departments and agencies and how they interrelate with the Legislative Assembly of the Nunavut.
- Knowledge of sound management and organizational leadership practices and principles.
- Knowledge of organizational financial management practices and principles.
- Knowledge of provincial, federal and political issues, and current events, issues and legislative initiatives.

### **Experience and Skills**

- Significant experience providing timely and effective advice to Members and staff of a Legislative Assembly that supports the efficient and effective functioning of parliament.
- Significant experience serving in a senior executive role in a public sector environment.
- Significant experience overseeing the operations of an organization or sizeable department in the public sector.
- Significant experience developing and implementing policies and programs, and providing strategic leadership and direction in those undertakings, including oversight and evaluation with respect to service needs and requirements.
- Significant experience in budget development and financial management, including oversight of budgets and financial operations.
- Significant experience overseeing corporate support services in a public sector environment, including information technology support and operations, financial operations, and human resource operations.
- A record of success as a strategic leader with the ability to establish an organizational vision and set strategic direction.
- Superior communication, decision-making and interpersonal skills and an ability to address sensitive, potentially high-profile issues.
- Excellent planning, analytical, and problem-solving skills and an ability to manage relationships in a unique organizational culture.
- Proven experience in developing and maintaining effective relationships with Members and senior officials both within the Legislative Assembly and within the senior public service.

- Ability to exercise judgment, initiative and innovative approaches to problem-solving and undertake responsibilities with discretion, diplomacy and tact.
- Ability to maintain strict discretion and confidentiality in a sensitive political environment.
- Commitment to, and a proven track record of, implementing decisions taken by others.
- A reputation for non-partisanship, integrity, fairness, consistency, and inclusive and constructive communication.
- Ability to establish and maintain high service standards, and to ensure a commitment to nonpartisanship and political neutrality amongst all employees of the Legislative Assembly.
- Strong analytical and managerial skills and the commitment to make impartial, fair and transparent decisions.
- Ability to respond to and reconcile tight deadlines and changing priorities and timetables.

### **Education and Training**

- Post-secondary degree(s) from a recognized university in a related discipline, such as Political Science, Law, or Public Administration, or a combination of equivalent education, job-related training, and experience.
- Experience at a senior level in strategic management, organizational change, and implementing modern corporate governance principles and best practices, including leading human resource teams; managing significant financial resources; and leading complex and varied organizational operations.

### **COMPETENCIES**

- **Service Orientation** is understanding the service needs of a client/customer (internal or external) and actively focusing on anticipating, meeting and exceeding the needs in a timely and appropriate manner.
- **Teamwork and Cooperation** is working cooperatively with diverse teams, work groups and across the organization to achieve group and organizational goals. This includes communicating effectively and collaboratively with others.
- **Results Focus** is taking action to achieve challenging goals or high standards. It is focusing on the desired outcomes, setting challenging goals, and taking action to meet or exceed them.
- **Problem Solving and Judgment** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

- **Listening, Understand and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to spoken and unspoken or partly expressed thoughts, feelings and concerns of others.