



This position is located in Yellowknife and reports to the Manager, Policy and Legislative Review / Access to Information and Protection of Privacy (ATIPP) Coordinator. The Legislative Analyst / Privacy Officer position is within the Policy and Legislative Review unit of the Legal and Compliance Division. As a WSCC resource for legislative initiatives, reviews and development, this position provides a central service to all WSCC Divisions and requires liaison with internal and external subject matter experts, general counsel and the WSCC SMT.

The Legislative Analyst / Privacy Officer plays a key role in the research and development of a variety of documents that support the legislative development process. Legislative development supports WSCC strategic initiatives and planning by the SMT and GC. Legislative development support documents include option papers, discussion papers, decision papers, information items, and policy scoping documents. In addition, this position will provide on-going support for the development of legislative proposals and legislative drafting instructions. The incumbent conducts analytical and qualitative research on national and territorial issues related to workers' compensation and access to information and protection of privacy.

The incumbent works towards outcomes for the WSCC in line with mission, vision and values, on assigned projects, achieving a fair and reasonable balance between ideal solutions and those that are administratively feasible where competing interests exist. Negative outcomes could affect operations and public confidence in the organization, GC, President, SMT, and/or employees.

## **RESPONSIBILITIES**

### **1. Conduct research in the area of legislative and regulatory development.**

- Consults with research institutes, other workers' compensation agencies, and other private and public sector organizations regarding industry best practices.
- Keeps updated on and assesses relevant trends and issues and recommends appropriate organizational actions.
- Drafts reports on research issues to the Vice President, Legal and Compliance, SMT, President and/or GC.
- Conducts research to assist in the development of legislation and analyze methods of addressing legislative issues.

### **2. Coordinate the legislative and regulatory development processes.**

- Conducts needs assessments on organizational requests for legislation development.
- Coordinates the development of new or updated legislation and develops recommendations for consideration.
- Coordinates updates and revision to existing regulations in a timely manner.
- Prepares documents used in the legislative process and in the regulatory update process.
- Prepares a wide range of documents for the President, SMT and GC (e.g., research papers, needs assessments, decision papers, discussion papers, option papers, information items and briefing notes).

- Supports the development of legislative proposals and drafting instructions for legislative development initiatives.
- Develops support materials and presentations to ensure the organization's strategic legislative direction and developments are communicated to impacted program areas.
- Seeks appropriate interdivisional input when developing legislation or regulations.
- Leads cross-divisional project teams created to coordinate input into legislation and regulations development and amendments.
- Coordinates and delivers information sessions to WSCC employees on new or revised legislation and regulations.
- Presents information to decision makers by analyzing and summarizing key issues, specifying benefits and drawbacks, and supporting analysis and recommendations with valid arguments.

### **3. Coordinate the review of existing legislation and regulations.**

- Implements the WSCC Legislative and Regulatory Review Plan by evaluating existing legislation and regulations and preparing recommendations for the GC, President and SMT, which includes analysis of financial, political and legal implications, impact on internal and external stakeholders and possible implementation issues.
- Leads cross-unit and cross-divisional working groups in order to review and identify issues with existing legislation or regulations.

### **4. Lead internal and external stakeholder engagement related to legislative and regulatory development.**

- Supports the legislation and regulations review process by facilitating external stakeholder engagement and consultation.
- Actively facilitates consultation sessions and offers technical advice, information, and opinions.
- Coordinates and prepares information packages, and other related materials, for consultation and engagement sessions with internal and external clients and stakeholders.
- Drafts reports to debrief stakeholder engagement for the Vice President, Legal and Compliance, SMT, President and/or GC.
- Analyses and summarizes information from consultation participants; incorporates input, opinions, and information into policies when appropriate.
- Receives information from, and follows-up with, consultation participants to outline their input in the policy development process.

### **5. Provides advice in the area of legislation and regulation development.**

- Provides advice about the legislative process.
- Identifies and clarifies issues related to legislation and provide advice and recommendations on the best means of addressing these issues.
- Provides analysis, advice and information to organizational decision makers on a variety of issues related to workers' compensation and access to information and protection of privacy.

- Develops briefing materials to assist decision-makers related to legislative items and issues, along with recommendations, if requested

**6. Provide advice and support to WSCC staff about meeting obligations under the Access to Information and Protection of Privacy Acts (ATIPP), and oversee actions to assess and respond to access to information requests**

**Access to information duties:**

- Analyze and evaluate the sensitivity of ATIPP requests, alerting the ATIPP Coordinator and working with them to develop and implement appropriate response strategies.
- Exercise independent discretion in negotiating with the requestor (including media applicants) on the legal, financial and administrative issues related to the request
- Supervise the processing of the request from receipt to disclosure of records, remaining current as to status and deadlines.
- Work with program area staff to identify and determine the location of the requested records and arrange for the retrieval of the records.
- Research and analyze the relevant data to determine whether fees may be charged and calculating the appropriate fee estimate.
- Analyze documents for the purpose of applying the exceptions to disclosure in the Acts.
- Develop and monitor procedures for the administration of the Acts, such as tracking of requests, statistical reporting and ensuring adherence to legislative requirements, including the handling of appeals.
- Represent the WSCC through participation in reviews with the NWT and Nunavut Information and Privacy Commissioners.
- Represent the WSCC at the NWT and NU Access and Privacy Administration Committee, which includes developing the WSCC's position on issues, policies and practices.

**Privacy duties:**

- Evaluate WSCC information sharing agreements and privacy impact assessments.
- Monitor and review the WSCC's practices in relation to the collection, use, disclosure, retention and disposal of personal information to ensure compliance with the Acts.
- Contribute to the development of WSCC's policies related to the protection of privacy, security and access of personal information held by the WSCC and develop strategies to implement the policies.
- Work with staff to respond to privacy and compliance issues.
- Research and implement privacy protection tools with the WSCC, such as privacy impact assessments, privacy audits and privacy breach reporting protocols.
- Investigates internal privacy breaches and reports on findings and recommendations to the ATIPP Coordinator.

**7. Other related duties, as required**

- Research initiatives, projects or duties, as required
- other administrative duties as required.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent is often faced with tight deadlines and large workloads with competing priorities and demands. Prolonged periods of concentration can be physically and mentally exhausting. The potential of providing inappropriate or inaccurate recommendations to the Governance Council, Senior Managers or other decision makers can cause stress.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Experience working with legislative and policy processes.
- Proven technical knowledge of legislative development and application.
- In depth experience in and knowledge of statutory interpretation.
- Strong working knowledge of research and planning processes.
- Ability to facilitate stakeholder engagement processes.
- Excellent oral and written communication skills.
- Well-developed organizational, planning, and time management skills.
- Works effectively in a team environment with changing priorities and demands.
- Demonstrates objective and active listening skills, including the ability to respond in a tactful, helpful, and responsive manner.
- Ability to produce relevant documents (e.g. legislative proposals, decision papers, options papers, briefing notes and information items).
- Excellent attention to detail.
- Strong analytical skills.
- Ability to stay current with emerging issues and developments in relevant areas.
- Strong interpersonal skills.
- Project management skills.
- Demonstrated ability to make sound recommendations and decisions.
- Ability to conceptualize, research, and analyze complex and various issues, and programs, present results in clear, understandable format, and recommend appropriate action.
- Ability to work with minimum supervision.
- Ability to use a variety of computer applications including word processing, spread sheets, and presentation software.
- Ability to work with a diverse, multi-cultural population of internal and external

- stakeholders
- Understanding of northern political environment as applies to the NT and NU

**Typically, the above qualifications would be attained by:**

A Bachelor’s Degree and a post-bachelor’s degree in a related field (such as a law degree, or Master’s degree) with three years of progressive experience in legislative, policy and/or program development. Related education includes, but is not limited to, political science, public administration, policy studies, economics, and business administration.

Experience with legislative development is required.

Experience with workers’ compensation legislation or policy and/or privacy issues is an asset.

**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

**Aboriginal language:** To choose a language, click here.

- Required
- Preferred

**CERTIFICATION**

**Title:** Legislative Analyst / Privacy Officer

**Position Number(s):** 97-9967

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p> <p>_____ President &amp; CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<p>_____ Date</p> <p>_____ Date</p>
<p><b>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</b></p>	

Reviewed by Human Resources: \_\_\_\_\_