



Yukon NDP Caucus – Job Posting

Chief of Staff

General summary

The Chief of Staff is the senior political staff position in the Yukon NDP Caucus office located in Whitehorse. The incumbent provides managerial, advisory and communications support to the Leader and MLAs. The incumbent is responsible for the overall organization and administration of the Caucus office, including human resources.

This is a professional position requiring extensive experience and outstanding analytical, communications, diplomatic and managerial skills. The position reports formally to the Leader of the Yukon NDP in the Legislative Assembly and informally to the entire Yukon NDP Caucus.

Principal duties and responsibilities

Managerial

- Oversee Yukon NDP Caucus staff and generally manage human resources:
 - Determine and prioritize staff assignments and monitor workloads;
 - Ensure assignments are completed on time and in a satisfactory fashion;
 - Provide direction and training and/or arrange training to ensure the needs of MLAs and job performance standards are met;
 - Implement and adhere to the provisions of the Collective Agreement with the Public Service Alliance of Canada that seeks to develop and maintain a spirit of cooperation between the Caucus and the employees;
 - Provide regular informal feedback and conduct formal job performance evaluations; and
 - Coordinate staff hiring.
- Ensure professional development, organization and administration of the Caucus office, its systems and policies.
- Administer the Caucus operating budget and exercise approval authority on all expenses subject to Yukon Legislative Assembly policies.
- Coordinate readiness activities for Sittings of the Legislative Assembly:
 - Develop and oversee Legislative strategy
 - Caucus planning sessions and meetings;
 - Critic and staff work plans;
 - Preparation for government budget and legislative briefings and debate;
 - Preparation for Question Period;
 - Preparation of notices of motion, private members' bills, written questions, tributes and other means of advancing the values and priorities of the Caucus in the House; and
 - Preparation for all items on the Order Paper.
- Coordinate general caucus activities.

Advisory

- Advise the Leader on issues of politics, policy and management.
- Protect the interests of the Leader.
- Generally advise and protect the interests of the Caucus.
- Liaise and negotiate with the environment of the Caucus, including the Legislative Assembly Office, other caucuses, non-governmental political groups and individuals and other entities.
- Oversee all activities related to the Confidence and Supply Agreement with the government
- Ensure consistency of Caucus with established values, policies and positions of the Yukon NDP.
- Set research priorities and projects, review and analyze research and emerging issues, and provide positioning and policy advice.
- Recommend and arrange professional development for MLAs.

Communications and Outreach

- Oversee the development and implementation of a strategic communications plan that seeks to convey the values, priorities and actions of the Caucus through all mediums available.
- Develop and ensure adherence with general political messaging and issue-based positions.
- Draft news releases, correspondence, social media content, speaking notes, talking points and other internal and external communication materials as needed.
- Review, edit and approve written and other communication materials prepared by staff or MLAs to ensure adherence to Caucus values, policies and positions.
- Oversee Media relations and digital media strategy
- Plan targeted outreach activities for MLAs at the territorial and constituency levels, including but not limited to meetings, public events and constituent contact.
- Foster good working relationships with external organizations including but not limited to First Nations governments, trade unions, non-governmental organizations and businesses.
- Develop and maintain a thorough understanding of opposition, government and external organizations' policies, positions and statements and monitor the media.

Other principal activities

Casework and Constituency Issues

- Oversee casework activity to ensure that constituents are dealt with in an efficient and courteous manner.
- Ensure staff awareness of and access to appropriate governmental and non-governmental casework resources.
- Ensure that constituency issues are monitored and addressed in an efficient and effective manner and that MLAs are kept informed.
- Act on behalf of MLAs as may be required concerning casework and constituency issues.

Other

- Other related duties as may be required.

Knowledge, skills, education and experience required

Knowledge

- Understanding of legislative process and strategy.
- Thorough knowledge of Yukon politics and the Yukon New Democratic Party.
- Sound understanding of territorial government departments and services.
- Critical understanding of the values, policies and positions of other caucuses.
- Knowledge of community agencies and organizations.

- Understanding of the northern cultural and political environment, including First Nations governments.

Skills

- Excellent analytical, problem-solving, communications, organizational, administrative, diplomatic and managerial skills.
- Excellent written and spoken English including drafting and editing original material at a professional level.
- Proven ability to manage human resources and familiarity with work in a unionized environment.
- Ability to operate computerized word processor, spreadsheet, database and email programs, website content management systems, and social media and other applications at a highly proficient level.
- Ability to interact and communicate effectively with a broad range of people, including the public, media, and government staff, with tact and diplomacy.
- Demonstrated skills in team building, collaborating effectively with others and working independently.
- Strong ability to assemble, analyze and present pertinent information.
- Strong time management, organization and prioritization skills, including the ability to multitask, determine and meet changing needs and demands, and perform well in stressful situations and under short deadlines.
- Proven research and analytical skills including the ability to organize and interpret complex research findings in ways that provide options and recommendations.
- Strong interpersonal, stress management and decision-making skills.

Education and experience

- Completion of a university degree or equivalent experience.
- Minimum three years' experience in a senior political staff or equivalent capacity.

Working conditions

- Workweeks are typically five days, Monday to Friday, for a minimum of 7.5 hours per day (plus unpaid lunch break).
- Long and irregular hours of work as required.
- Constant interruptions and frequently changing priorities.
- Regular and irregular critical deadlines.
- Frequent exposure to office noise and a regular flow of people.

Salary and benefits

This is an 18-month contract after which the position could become permanent. Pay, health, welfare and pension benefits are provided in line with Government of Yukon managerial positions. Starting salary is between \$85,000 and \$95,000 based on skills and experience.

Applications

Applications may be made in strict confidence to Francois Picard, Chief of Staff, by email to francois.picard@yla.gov.yk.ca. The deadline for applications is 9:00 AM PST on Monday, August 2nd, 2021.