

Legislative Assistant/ Issues Manager

Office of the Minister of Northern Development and Mines

Role

Responsible for briefing and preparing the Minister for Question period, as well liaising with Premier's Office, Caucus and other Ministers' Offices to ensure awareness and understanding of Ministry agenda and emerging issues.

Key Responsibilities

Listed below are the core responsibilities for the role at this time. Changes within the Minister's Office or across government may alter the specific responsibilities listed in this description.

- Prepare the Minister for Question Period, and to respond more generally to issues of the day
- Brief Minister's Office staff on issues of the day across government.
- Provide the Minister with support during Question Period
- Attend meetings led by Premier's Office Issues Management team
- Work with the Minister's Office communications team and policy team to draft House Notes, briefing notes, friendly questions and speaking notes for the Minister and/or Premier's Office, developing responses to contentious issues and ensuring accurate, up-to-date information is always being used
- Bring topical issues and relevant information to the attention of the Minister and the Premier's Office to permit timely and accurate responses to inquiries
- Assist in moving Ministry legislation through the procedural processes of government, including committee.
- Liaise with the Premier's Office, Caucus and the House Leader's Office on Ministry initiatives and legislation
- Coordinate timely responses to Freedom of Information Requests
- Provide analysis of private members bills that fall within the purview of Ministry

Skills & Qualifications

- A high degree of responsiveness and availability in order to manage and respond to emerging issues in a timely fashion
- An understanding of the government's agenda as well as Minister's mandate
- Strong understanding of the legislative process
- Strong written communication skills

- Ability to identify contentious issues and work collaboratively to craft messaging and manage issues in a rapidly changing environment
- Ability to work effectively under intense time pressure
- Sound political acuity, judgment, discretion
- Excellent organizational skills and attention to detail
- Punctual and reliable

Application Process

You must apply by submitting your application as an attachment by email to po.jobs@ontario.ca.

To ensure accurate processing of your application, **the subject line of your email must be JOB ID MO-16-004.**

Please customize your application to the qualifications listed on this job description. Using concrete examples, you must show how you have demonstrated the requirements for the job. We rely on the information you provide us.

The deadline to apply for this position is **Wednesday, January 27, 2016.**

We thank you for your interest. Only those applicants selected for an interview will be contacted.