



## IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Manager, Lands and Resources	
Position Number(s)	Community(s)	Division/Region(s)
63-10262	Yellowknife	Policy, Legislation and Communications

## PURPOSE OF THE POSITION

The Manager, Lands and Resources is responsible for the Department of Industry, Tourism and Investment's environmental impact assessment, regulatory, land use and conservation planning, and resource management activities; as well as land and self-government negotiations and implementation activities. These responsibilities include working internally with divisions and the regional offices to develop departmental positions, strategies and policies, and externally with other departments and governments to develop and promote territorial government positions.

## SCOPE

The incumbent reports to the Director of Policy, Legislation and Communications. The majority of work is self-directed based on strategies approved by the Deputy Minister and departmental objectives. The Manager, Lands and Resources directs the work activities and planning for the Lands and Environmental Affairs Specialist and other support staff, such as contractors, casual employees and students.

The position is responsible for overseeing and upholding the Department's mandate in environmental impact assessment, regulatory reviews, conservation planning, protected areas planning and implementation, land use planning, and resource development activities, as well as Aboriginal land and self-government negotiations.

The oversight of these initiatives is shaped by multiple evolving, interrelated and interdependent lands and resources management initiatives that the incumbent participates in on behalf of the Department, such as the Northwest Territories (NWT) Protected Areas Strategy, NWT Water Strategy and NWT Land Use and Sustainability Framework, within the overarching frame of the Government of the Northwest Territories' (GNWT's) increasing authority over lands and resources through devolution. Much of the position's work has territorial or national implications and, therefore, requires timely and effective analyses to enhance the Department's decision-making and actions.

The Manager, Lands and Resources takes the lead role to develop expert policy and strategic advice on legislative reviews, communications development, procedures and planning oversight, standards and guidelines development, assessment and evaluation, and program development. This position provides a vital role in liaising with and providing strategic advice to divisions and regional offices and other GNWT departments on policy issues that may impact the department in the areas of: minerals, oil and gas; tourism and parks; traditional economy; socio-economics; and energy planning, as well as matters relating to the devolution of regulatory authority for lands and resources from the federal government.

The incumbent must manage a myriad of diverse projects and people to collaborate on simultaneous initiatives. Each of multiple projects is at different stages of development, approval, review or evaluation, and requires considerable project management expertise. The development of policies and plans involves the evolving economic, land claim based and corporate interests of a rapidly growing territory. As a result, there are few precedents available to guide policy proposals so innovative and adaptive solutions are often required.

In formulating policy and policy advice, the incumbent is responsible for consultations with the federal government, other territorial departments, Aboriginal governments and organizations, boards and agencies, non-government stakeholders, and the divisions and regions within the department. The incumbent's astuteness in political matters and ability to negotiate enable effective consensus outcomes.

The Manager, Lands and Resources, is a point person internal to the Department for providing advice on Aboriginal relations issues and consultation. The position is also the Department's advisor and contact for the Department of Aboriginal Affairs and Intergovernmental Relations to ensure Industry, Tourism and Investment's interests are advanced at land claims and self-government negotiations with the federal government and Aboriginal organizations and governments. The position works to ensure that departmental activities are consistent with obligations under the settled land claims and common law respecting Aboriginal rights.

The Manager, Lands and Resources is responsible for the policy and direction of the Department's participation in conservation and land use planning initiatives to ensure their implementation does not erode the Department's ability to uphold its mandate and allows for continued economic self-sufficiency for the residents of the NWT. This responsibility requires the negotiation, mediation and assertion of departmental positions that are in conflict with other government departments, Aboriginal governments and organizations, and boards and agencies.

The Manager, Lands and Resources, provides strategic advice, policy and direction to senior management toward meeting the Department's commitments under land conservation initiatives. This includes working with the Directorate, divisions, regional offices, communities, Aboriginal organizations, industry and other territorial and federal government departments and agencies towards the development of northern tools for land conservation, and the review and creation of new protected areas under the *Territorial*

Parks Act and other territorial and federal legislation. Budget and work planning in coordination with multiple stakeholders is also a requirement of this responsibility.

## **RESPONSIBILITIES**

- 1. Manages and oversees the development of policy, procedures, strategies and advice related to land and resource management activities in the areas of mineral, oil and gas; tourism and parks; energy planning; socio-economics; Aboriginal relations; and the devolution of federal regulatory authority respecting lands and resources.**
  - Evaluates existing policies, programs and processes within the Department to determine their effectiveness in meeting governmental priorities;
  - Identifies priorities and develops objectives for new policies and directs/ initiates the development of terms of reference for interdivisional policy proposals;
  - Oversees the review of and comments on periodic audits and regulatory improvement initiatives initiated internal and external to the Department;
  - Monitors public and community reactions to current policies, programs and processes;
  - Monitors and analyzes the political, environmental, social, and economic surroundings with respect to implications for resource development, as well as the sustainable development of the northern economy;
  - Researches and evaluates alternatives, as well as assesses the political, financial and organizational implications of the alternatives for meeting new objectives for policy and legislation;
  - Provides coordination and leadership in utilizing the expertise of headquarters and regional staff in policy development;
  - Builds relationships with Aboriginal and community organizations to establish processes and policy;
  - Coordinates interdivisional and interdepartmental working groups involved in the development of policy proposals; and
  - Participates in interdepartmental and intergovernmental working groups developing policies relating to regulatory reform, particularly as it relates to the transfer of federal regulatory authority over lands and resources.
  - Coordinates the Department's input into the Intergovernmental Resource Council established under the *Devolution Agreement*.
- 2. Manages the development of briefing materials and correspondence for the Minister and Deputy Minister, including briefing material for sessions of the Legislative Assembly, Standing Committees and Cabinet meetings as well as other intergovernmental meetings.**
  - Manages the preparation, development and review of departmental submissions for Cabinet and the Financial Management Board, and Standing Committee input and responses, and ensures appropriate follow-up is carried out;
  - Prepares follow up on ministerial commitments made through the Legislative Assembly and Standing Committee processes;

- Manages the preparation of support materials for the Minister, including returns to questions, Ministerial statements, information items, decision papers, briefing notes and presentations;
- Coordinates liaison with central agencies such as Cabinet Secretariat and Management Board Secretariat; and
- Works with the Public Affairs and Communications Unit of the Division, as well as other Divisions and Regional Offices, in preparation of public information materials, including speaking notes, brochures, fact sheets, and PowerPoint presentations.

**3. Serves as the Department's advisor and contact for the Department of Aboriginal Affairs and Intergovernmental Relations for the negotiation and implementation of land claim and self-government agreements.**

- Identifies departmental interests and develops departmental positions;
- Analyzes Aboriginal and federal interests and positions and resolves issues where conflicts with departmental mandates arise;
- Consults with authorized representatives of Aboriginal groups, the federal government and the public concerning specific aspects of negotiations and implementation;
- Incorporates GNWT policies and legislation when developing negotiating positions; and
- Recommends positions and briefs the Director, Deputy Minister and other senior managers on the progress of negotiations and topical issues.

**4. Manages the Department's activities related to the implementation of settled land claims and makes recommendations respecting consistency of departmental activities with Aboriginal rights common law.**

- Provides advice to senior management on how departmental activities can be made consistent with obligations resulting from settled land claims, including the identification of any required changes in policy or legislation;
- Identifies departmental positions in the interpretation of land claim agreements with the Director and GNWT Implementation coordinators;
- Liaises with GNWT departments and Aboriginal and federal representatives in an attempt to resolve disputes over the implementation of settled land claims; and
- Manages departmental implementation activities and reporting.

**5. Oversees the Department's involvement in environmental impact assessment, regulatory process, land use planning, conservation planning and the creation of protected areas activities.**

- Manages the development of strategies and coordinates departmental review teams' preparation of consolidated positions, responses, submissions and interventions;
- Reviews technical analyses provided by those teams and others as required to ensure reviews are consistent with GNWT mandates and policies;
- Works cooperatively with divisions and regions and other GNWT departments in the development of departmental and government interests;

- Works cooperatively with GNWT review staff and representatives of the federal government to resolve competing or contradictory recommendations and positions both within and external of these process; and
- Represents the Department and the GNWT at public forums, hearings and negotiations.

**6. Manages the activities of staff and temporary or contracted staff.**

- Supervises and manages a full-time position, contract, casual staff and consultants associated with policy and program development;
- Forecasts and manages budgets;
- Completes staffing in accordance with GNWT staffing processes; and
- Prepares terms of reference and statements of work to direct contractors.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Specialized knowledge of a broad spectrum of legislation and regulatory processes under the *Mackenzie Valley Resource Management Act, Canadian Environmental Assessment Act, NWT Petroleum Resources Act, NWT Oil and Gas Operations Act, NWT Mining Regulations* and other federal, territorial and provincial authorities.
- Knowledge of NWT legislation and land claim agreements, Aboriginal governments, institutions, government systems, and communities.
- Highly skilled in the application of strategic analyses, consensus-building, and policy and planning evaluation enabling continuous improvement.
- Proficient in managing multiple projects with strict deadlines, ensuring effective communications and efficient use of financial, human and information resources.
- In-depth knowledge of resource development, Aboriginal relations issues, and environmental issues and assessment.
- In-depth knowledge of the legal framework, resource issues and activities surrounding land claim and self-government processes.
- In-depth knowledge of land use planning processes and initiatives.
- Knowledge of interest based and positional negotiating skills and strategies.
- Strong organizational and project management skills are required.
- Proven research skills and an ability to exercise sound judgment.

- Excellent analytical skills, as well as a demonstrated ability to express ideas, negotiate and communicate effectively; the ability to analyze critically and take appropriate means of action, sometimes in a short time frame.
- Excellent ability to deal with multiple projects and prioritize assignments which may have conflicting priorities and deadlines.
- Excellent analytical, organizational, time and project management skills required to conceptualize, implement and co-ordinate a project from beginning to end.
- Ability to analyze and articulate various policy options aimed at increasing understanding, acceptance and resolution.
- Ability to manage people and projects independently and with little supervision.
- The ability to manage and coordinate interdivisional and interdepartmental working groups with diverse and competing interests.
- The ability to work cooperatively with others, whether as a member of a team or as an individual.
- Ability to forecast and manage budgets.
- Excellent writing and editorial skills, including the ability to write clearly and succinctly.
- Ability to use tact, persuasion, diplomacy and flexibility.
- Knowledge of computer software including word processing, database, and electronic mail and communications programs.
- Ability to work in a cross-cultural environment.
- Ability to manage stress.
- Ability to handle highly confidential material in a discreet and professional manner.

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

A Bachelor's degree with specialization in natural resource management, environmental management, public administration or a related field, along with five years of related experience in resource development policy, including in policy analysis, evaluation, development and implementation, plus demonstrated negotiation skills.

**WORKING CONDITIONS**

(Working Conditions identify the ***unusual and unavoidable***, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

No unusual demands.

**Mental Demands**

No unusual demands.

Travel in small aircraft to remote communities that have limited services is a requirement of the position. Minimum travel is quarterly, for up to 5 days each trip.

**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