



## IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment (ITI)	Mineral Rights Specialist	
Position Number(s)	Community(s)	Division/Region(s)
63-14352	Yellowknife	Mineral Resources

## PURPOSE OF THE POSITION

The Mineral Rights Specialist is responsible for the provision of technical advice and program management services related to the administration of mining, coal and dredging tenures and licences under applicable regulations, and other related issues for departmental clients and partners. Clients and partners may include other governments, such as municipal, federal and aboriginal, other GNWT departments, aboriginal organizations, members of the public, and non-government organizations.

## SCOPE

The Mineral Rights Specialist works in the Mining Recorder's Office under the direction of the Mining Recorder. His/Her role is one of support to the Mining Recorder with regards to information related to Mineral Rights in the Northwest Territories (NWT). The Mineral Rights Specialist does not have any subordinates.

The Mineral Rights Specialist's main responsibility is the research and analysis of data as it relates to Mineral Rights in the NWT. This includes keeping up to date on industry and governmental activities that affect mineral rights, as well as devoting time to particular projects and issues as presented and directed by the Mining Recorder. Information, once analyzed, would be presented to the Mining Recorder and higher management as required.

In certain instances, the Mineral Rights Specialist will be required to assist in preparing information for legal cases with regards to mineral rights. This will require the incumbent to be knowledgeable of application legislation, regulation, and policies, and to be able to apply them to a particular situation or event.

The incumbent would also have responsibility for keeping up to date on mining practices, and how they would affect legislation and regulations of the GNWT. The Mineral Rights Specialist would assist the Mining Recorder in doing the research and initiating the first

draft in cases where legislation, regulation and policy would have to be adjusted.

## **RESPONSIBILITIES**

1. Researches and summarizes specific mining issues and files, correspondence, precedents and jurisprudence, legislation, regulations, policy and policy proposals and directives, land disputes, complex or new mineral rights management issues, projects and proposals relevant to the Department on NWT Crown lands, and provides related advice to senior management, staff, and other departments.
2. Identifies potential policy/legislative changes and gaps and develops recommendations for the Mining Recorder or management for inclusion in departmental policy framework.
3. Researches and investigates records to establish and identify legal issues relating to the administration of mineral rights and prepares formal requests for legal opinions and uses these opinions to recommend changes to policies and procedures.
4. Establishes and maintains a network of contacts and working relationships with federal and territorial government departments, private mineral rights managers, provincial mining recorders, clients and partners by having a thorough knowledge of their plans, activities and aspirations and how they relate to the administration of mineral rights.
5. Participates in committees and on project teams conducting field research, special studies, analysis of specific policies and strategic planning issues which involve input from all departmental sectors; advises on and develops the optimum approach, ensures integrated and cohesive final reports, and provides analysis, commentary and recommendations to management.
6. Researches, organizes and creates briefing material, financial reports, progress lists, statistical information for the Mining Recorder and management.
7. Assists in the development and maintenance of information sources, such as databases, registries and third party inventories.
8. Develops, prepares and deliver formal presentations on mineral rights management in the NWT Region and provides guidance and advice, trains and prepares appropriate training materials to lands and mining staff, clients and partners.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge of the application of mining rights legislation, common-law, principles and practices.
- Significant knowledge of the theories, principles and practices related to mineral rights

and land management.

- Knowledge of analysis and research techniques and practices, both electronic and traditional, and of legal terminology; methods and procedures used to gather information.
- Knowledge of the policy development process to formulate and develop policy positions and recommendations.
- Consultation and presentation skills.
- Knowledge of emerging technologies that impact on program delivery relating to mineral rights management.
- Knowledge of administrative reporting practices and techniques to create briefing material, financial reports, statistical information and progress lists for senior management for use in departmental and ministerial correspondence, briefing notes and decision making.
- Requires knowledge of a variety of automated systems and software.
- Knowledge and understanding of the workings and functions of the department, its organization, mandate, programs, policies, management practices, fiduciary obligations to First Nations, and corporate objectives.
- Knowledge of other divisions/sections of the department that affect mineral tenure.
- Knowledge of other government departments and agencies as they affect mineral tenure.
- Knowledge of mining industry goals and problems, and how legislation affects operations within the industry.
- Knowledge of various aboriginal land claim groups and of the historical relationship between the different levels of government, and knowledge of the legal, financial and social underpinnings which define these relationships.
- Knowledge of the interrelationships between the mining industry, aboriginal groups and the various levels of government with regards to mineral rights.
- Knowledge is required of the goals of non-government organizations such as Mining Watch Canada, Ecology North, Canadian Arctic Resources Council and their anticipated responses to changes in legislation.
- Knowledge and understanding of the various Indian Treaties, historical relationships between First Nations and the Crown, cultural and political characteristics and key issues facing the various First Nations is required
- Knowledge of international mineral exploration companies in order to understand goals and problems of industry.
- Extensive knowledge of the all applicable legislation and regulations.
- Knowledge of the various land claim agreements,.
- Awareness of Yukon Quartz Mining Act for transboundary mineral rights issues.
- Active listening and comprehension skills.
- Extensive writing skills to write concisely, clearly and persuasively and befitting for various audiences.
- Listening and interpretation skills, as well as body language interpretation skills.
- Reading and comprehension skills
- Speaking and presentation skills to communicate with clients, senior management, and colleagues, as well as other stakeholders.

- Negotiation skills are required to garner support for GNWT mining initiatives.
  - Ability to work closely in a team, in a cross-cultural environment.
- Ability to handle competing and conflicting deadlines through prioritization and optimizing team resources.

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

The above noted knowledge, skills and abilities would typically be attained through the completion of a bachelor's degree in a related field, and a minimum of 5 years of experience in this field progressively increasing responsibility.

**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**

Normal office environment.

**Environmental Conditions**

Normal office environment.

**Sensory Demands**

Periods of concentrated listening during meetings. Major part of time spent in concentrated focus on research of government documents.

**Mental Demands**

This position is subject to high levels of stress related to multitasking, dealing with confidential and politically sensitive information and working to tight deadlines on a daily basis.

**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