



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Geoscience Editor	
Position Number(s)	Community	Division/Region(s)
63-8031	Yellowknife	NTGS/HQ

PURPOSE OF THE POSITION

The Geoscience Editor is responsible for the organization, publication, and accessibility of high-quality geoscience information generated by the Northwest Territories Geological Survey (NTGS) and its partners.

SCOPE

The Northwest Territories Geological Survey is located in Yellowknife and is a Division of the Department of Industry, Tourism and Investment (ITI), Government of the Northwest Territories (GNWT). The NTGS provides expertise on the geology of the Northwest Territories (NWT) including its mineral and petroleum resources. The NTGS conducts field and laboratory research, evaluates mineral exploration assessment reports, carries out resource assessments, and provides information and outreach services.

The Geoscience Editor reports to the Manager, Geoscience Information Services and provides services to employees of the NTGS and its partners and clients. The Geoscience Information Services team compiles, manages, and makes available a variety of geoscientific information. This information heightens understanding of the academic and economic attributes of NWT geoscience information. This information is used by a wide variety of NTGS clients.

This position: (1) manages the scientific peer-review publishing process; (2)

updates the NTGS website and provides input on other communication products; (3) manages complex geoscience databases; (4) produces tools and delivers training for NTGS staff to ensure the release of high-quality information; (5) develops outreach products and participates in outreach activities; and (6) as required, collaborates on geoscience research.

This position is multifaceted and the incumbent will be required to prioritize multiple tasks. At various times, the incumbent may be responsible for supervising one or more project staff, coordinating the work activities of others, planning logistically complex projects, making financial decisions, and managing a project budget. Where some or all of these activities take place in a field camp setting, decisions are typically made without direct input from NTGS senior managers.

RESPONSIBILITIES

1. **Publishing process for NTGS publications** – The Geoscience Editor manages all stages of the scientific peer-review publishing process for NTGS publications. These documents are publicly available and the incumbent is responsible for ensuring their integrity in order to maintain the Division's professional credibility. The incumbent will:

- update and document publication procedures, tools, design and standards;
- in collaboration with authors, review, edit, revise, and rewrite geoscientific text to improve clarity;
- track products from initial submission, through peer-review approval, to final public release;
- ensure scientific accuracy and adherence to current publication best practices, scientific principles, geological procedures, and NTGS standards;
- ensure the quality of digital and paper files of NTGS authored publications before they are released to the public;
- ensure publications comply with the Copyright Act and license agreements for distribution of any commercial electronic information contained within them;
- ensure compatibility of digitally published data with national and international industry and government data stores.
- communicate with ITI's Policy, Legislation and Communications Division to ensure NTGS publications and products meet GNWT standards and Visual Identity Program requirements

2. **The NTGS website and other communication products** – The Geoscience Editor will:

- manage the content on the NTGS website and ensure that the information is accurate, current and free of errors
- edit written and visual content being proposed for the NTGS website;

- assist NTGS staff and partners with technical writing and editing tasks;
- advise on suitability of written and visual products for the intended audience;
- edit written and visual content developed for public presentations including geoscience outreach and education activities;
- assist NTGS regulatory geologist with activities linked to the regulation of NWT's mining and petroleum sectors.

3. **Geoscience Information Databases** – The Geoscience Editor manages a complex database of geoscience information. The incumbent will:

- collaborate with the Librarian and the Geomatics and Information Technology team at the NTGS to maintain geoscience information databases;
- ensure that information in the databases is complete and accurate;
- develop strategies to identify and correct errors in databases;
- assist clients in database searches verbally, on-line, and through user manuals;
- document guidelines for data entry;
- develop and disseminate information on the content and uses of the databases verbally, in hard copy, and in digital forms in order to assist clients;
- continually evaluate and advise on the effectiveness and efficiency of NTGS's data management systems, both from a corporate and client perspective;
- ensure that file names and organization meet Government of the Northwest Territory requirements.

4. The Geoscience Editor produces tools and delivers training for NTGS staff to promote the release of high-quality information. Tools such as MS Office templates will be developed in collaboration with ITI's Promotion and Marketing Division. Internal training, such as technical writing workshops, will improve the NTGS's capacity to disseminate information effectively to a wide range of NTGS clients.

5. The Geoscience Editor collaborates with the Outreach Geologist to develop outreach products and participate in outreach activities. Outreach products will include but not be limited to: trail guides and maps, brochures, website pages, school/community slide decks, and posters. Outreach activities will include but not be limited to: organizing and holding workshops, and trade show booth representation.

6. During periods when the duties described above are in lesser demand, the Geoscience Editor may also collaborate on geoscience research. NTGS research projects can be field- and/or office-based.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and experience in scientific and technical writing, reviewing, editing, and publishing;
- Knowledge of grammatical procedures and rules that are relevant to scientific writing and other forms of communication;
- Basic knowledge of the geology and resource potential of the NWT;
- Knowledge of the theories, principles, methods, techniques and practices of geoscientific research;
- Basic knowledge of data analysis and interpretation, and quantitative and qualitative spatial analysis;
- Knowledge of database design, administration, and warehousing principles;
- Proficiency in a variety of computer software and information technology applications such as databases, spreadsheets, geographic information systems (GIS), graphics and presentation packages, and word processing;
- Knowledge of leadership practices and management techniques in order to supervise the work activities of staff and contractors;
- Basic knowledge of how to work safely in work environments ranging from offices to remote field settings;
- Knowledge of standards established by other government and non-government agencies for editing and publishing of scientific material;
- Knowledge of NWT Regulations in order to understand the context of industry regulatory reports and to ensure the security of confidential data;
- Knowledge of GNWT policies on bilingual requirements for various information products;
- Ability to effectively communicate and teach scientific and technical writing skills to NTGS staff and research partners;
- Ability to understand geoscientific writing and related communication products;
- Ability to interpret and evaluate geoscience data to ensure compliance of the information with departmental and other scientific standards;
- Ability to screen research proposals for selection of projects and contractors, and to review reports, maps, and abstracts submitted by contractors;
- Ability to determine how various data management tools can integrate with NTGS's overall information service and geoscience research philosophy;
- Interpersonal communication skills to appropriately respond to different points of view and to promote work co-operation among individuals and groups;
- Reading and analytical skills to understand and provide constructive input on a variety of NTGS activities;
- Ability to appropriately prepare geoscience information for publication and presentation.
- Verbal skills are required to communicate specialist advice and guidance to

individuals and groups.

- Project management skills are required to organize publication files and drafts, and to track progress of the review process

Typically, the above qualifications would be attained by:

(1) Completion of a Master in Earth Sciences Degree; (2) three or more years of work experience in industry, academia, or a government geological survey or similar organization; and (3) proof of activity in the peer-review publishing process for technical reports or scientific articles as either an author, editor, or reviewer.

The incumbent must be eligible for registration in the NWT and Nunavut Association of Professional Engineers and Geoscientists (NAPEG) as a Professional Geologist.

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 for most of the time.

Fieldwork is physically taxing and the logistics of accommodation in the field (sleeping arrangements, travel arrangements, meals, etc.) can be demanding.

Field activities may be performed from camps in isolated locations. Camp quality is variable but can include overcrowding, dirty, dusty or wet conditions, exposure to insects, and extreme weather conditions.

Travel by fixed-wing or rotary aircraft and boats results in noise, confinement, risk to life, and may take place in poor weather.

Field activities continually present the risk of animal or insect attacks, and occasionally the risk of drowning, rock falls, vehicle accidents, explosions and environmental hazards related to bad weather and rough terrain. Insect bites, fatigue and minor injuries (cuts, abrasions, sore muscles) are common. Serious incidents are rare but unpredictable and can result in illness, serious injury or death.

Environmental Conditions

Normal office environment for most of the time.

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Sensory Demands

Normal office environment for most of the time.

Fieldwork requires a state of heightened alertness to ensure a safe working environment for the team.

Mental Demands

Multiple concurrent and conflicting tasks, leading to conflicting work priorities and time pressures. Field activities can include periods of prolonged isolation which may lead to mild or moderate psychological discomfort.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ **X** Position of Trust - criminal records check required
- ☐ Highly sensitive position - requires verification of identity and a criminal records check