



IDENTIFICATION

Department	Position Title	
Finance	Manager, Liquor Enforcement	
Position Number	Community	Division/Region
15-2762	Hay River	Liquor Enforcement/ South Slave

PURPOSE OF THE POSITION

The Manager of Liquor Enforcement is responsible for the implementation of strategies, activities, procedures, and programs to ensure that Licence and Permit Holders comply with the *Liquor Act* and Liquor Regulations.

The Manager is also responsible for duties delegated to the Manager by the Executive Secretary of the Liquor Licensing Board as outlined under subsections 3(2)(a) and 3(2)(b) of the *Liquor Act* as follows:

- a. Superintend inspectors and coordinate the enforcement program.
- b. Assist communities in respect of matters arising under this Act.

SCOPE

Located in Hay River, the Manager reports to the Director, Policy, Legislation and Communications (Director) within the Department of Finance.

The Manager is responsible for Liquor Inspectors, with responsibility to enforce legislation to regulate public consumption of liquor on licensed premises, in order to reduce the negative impacts associated with its misuse.

The Manager assists communities in respect of all community related matters arising under the *Liquor Act* including exercising their options to become open, restricted, or prohibited in the transport, distribution, consumption, and possession of alcohol.

The Manager plans, monitors, implements, and evaluates the enforcement program to ensure that enforcement functions are managed in a timely manner and in accordance with the *Liquor Act* and Regulations. Enforcement strategies and policies are managed to ensure there is a



balance between encouraging voluntary compliance by Licence and Permit Holders and maintaining a high level of inspection activity in high-risk premises. This must be accomplished without encouraging a vigilante attitude amongst Inspectors and the RCMP, especially when these activities are carried out in unfavorable conditions.

As Manager, the incumbent must ensure the *Liquor Act* and Regulations related to licensed premises, permit events, the *Fire Prevention Act*, and the *Public Health Act* are enforced in these establishments through the inspection process.

The Manager is responsible for training, supervising, guiding, and monitoring the work of contract Liquor Inspectors. The Manager reviews, monitors and analyzes reports received from Liquor Inspectors, By-law officers and RCMP officers. The Manager identifies issues that may arise in the enforcement of the *Liquor Act* and Regulations. The Manager coordinates and implements the appropriate courses of action to address problems or trends in timely follow-ups with Licence and Permit Holders.

The Manager investigates allegations of non-compliance with the *Liquor Act* and Regulations by Licence and Permit Holders; analyzes the information and determines the types of action to be taken. The Manager then prepares letters of written administrative reprimand, issues a Summary Offence Ticket, or prepares and provides information to enforcement counsel to prepare the matter for court, or makes a request for a Board Compliance Hearing. The Manager also issues summary conviction tickets to the general public, including minors, for breaches in accordance with the *Summary Conviction Procedures Act*.

RESPONSIBILITIES

The Manager, Liquor Enforcement primary responsibilities are with respect to enforcing liquor legislation and providing and/or coordinating server training. The Manager will also perform any duties directed by the Director.

- 1. Directs the enforcement activities including the drafting of proposals for changes to enforcement legislation, regulations, policies, and guidelines.**
- 2. Provides regular training sessions to inspectors, Licence and Permit Holders to promote voluntary compliance of the legal requirements under the *Liquor Act* and Regulations.**
- 3. Provides and assists communities with information about community options under the *Liquor Act* and Regulations, regarding plebiscites to control the amount of alcohol coming into their community by:**



- Being the liaison for community governments with respect to community options, and for the general public regarding issues surrounding the *Liquor Act* and Regulations
 - Attending community meetings if requested by the Director.
 - Providing up to date and timely information on community options.
 - Reviewing community motions and resolutions to ensure consistency that their intentions to hold a plebiscite meet the legal requirements under the Act.
- 4 Drafts responses to any media requests for information regarding enforcement and community option processes.**
 - 5 Develops and maintains regular contact with RCMP detachments, Environmental Health and Fire Marshals across the Northwest Territories.**
 - 6 Prepares the Annual Report on Liquor Enforcement as well as contribute to setting goals and objectives and providing timely results of reporting for liquor enforcement.**
 - 7. Ensures inspections of licensed premises, including permit events, are conducted properly and that a proactive enforcement program is in place to ensure that the *Liquor Act* and Regulations are followed by:**
 - Observing Inspector reports in a timely manner to analyze trends of licensed premises including permit events.
 - Recommending improvements on any identified shortcomings and observations in working directly with Licence and Permit Holders towards compliance.
 - Preparing and submitting reports on inspections and server training and recommending action through appropriate processes and procedures, in a timely manner.
 - Following-up with Licence holders and to determine if previous Board orders have been carried out.
 - Monitors deadlines set by the Liquor Licensing Board and brings any non-compliance matters to the Board through the General Manager/Registrar, in a timely manner.
 - Maintaining up-to-date inspection and training records and providing monthly updates statistics/reports to the Director.
 - Ensuring compliance with the *Liquor Act* and Regulations by Licence and Permit Holders and Special Purpose Permit Holders, through training and providing information of any enforcement action in a timely manner.
 - Liaising with local RCMP Detachments, Fire and Health officials on all aspects of enforcing voluntary compliance of the operations of licensed premises, including permits.
 - Organizing coordinated “Blitzes” with RCMP, Fire Marshal and Environmental Health offices in the communities to do joint inspections at least once a year.



- Reviewing and assisting Licence and Permit Holders with supervision plans to ensure appropriate plans are in place for each premise or event in assessing the risk factor of the premise.
- 8. Manages, trains, plans, and directs and provides guidance and support to Liquor Inspectors, including the RCMP when required, to ensure inspections and training are carried out appropriately by:**
- Managing all aspects of contracts with Liquor Inspectors and maintaining regular contact with the RCMP.
 - Monitoring and performing follow-ups to inspection and training reports in a timely manner.
 - Providing training, guidance, and scheduling of inspectors on a regular basis
 - Communicating with Inspectors and the RCMP on an ongoing basis.
 - Providing up to date information to inspectors and RCMP on an on-going basis to ensure they are aware of any Board decisions regarding licensed premises or permit events.
- 9. Provides regular up-to-date information to Licence and Permit Holders to ensure that they are fully aware of all of their responsibilities by:**
- Advising Licence and Permit Holders immediately of any changes to the *Liquor Act* and Regulations.
 - Conducting server training on a regular basis.
 - Proactively conducting training to supervisors of annual events conducted under Special Occasion Permits.
- 10. Attends Board Compliance Hearings when and if required by the Director.**
- Investigating, gathering information, obtaining can say statements and preparing and submitting case files to enforcement counsel for alleged violations, to determine if the case will proceed to a Board Compliance Hearing or to court.
 - Advising all Witnesses that are to appear at a Hearing about the Hearing process.
- 11. Carries out administrative duties to ensure appropriate support is provided by:**
- Receiving and answering questions from Licence and Permit Holders and/or the general public in a timely manner.
 - Operating the administration of the Enforcement program to ensure it runs in the most efficient yet most cost-effective means possible.
 - Submitting regular up-to-date enforcement reports on inspection and training matters to the Director.
 - Ensuring the day-to-day operations operate effectively and efficiently.



WORKING CONDITIONS

Physical Demands

Although, this position works in a typical office environment; occasionally the Manager will have to work alone, sometimes in high-risk environments with intoxicated persons, and may need to work overtime of regular hours and weekends when requested by the Director. Occasionally, the position requires the incumbent to work non-standard hours to perform inspections, in addition to the standard hours of work.

Environmental Conditions

Inclement weather may delay travel to communities during the winter months. Travel to Fort Providence is always by road and at times to Fort Simpson and Fort Smith. The incumbent is also required to travel to Inuvik and Norman Wells. These communities are visited approximately twice per year. Travel to Yellowknife is more frequent, approximately 6 to 10 times per year.

Sensory Demands

No unusual demands

Mental Demands

Issues surrounding the regulation of liquor in the Northwest Territories often elicit strong emotional reactions and the work of liquor enforcement is occasionally subject to critical public or political scrutiny. The position deals with licence and permit holders who may be hostile and uncooperative.

During the course of investigating allegations under the *Liquor Act*, the incumbent occasionally encounters clients who are abrasive and at times intoxicated. The incumbent may be subject to dangerous situations during the course of an investigation such as intoxicated or drug induced persons. The incumbent must be able to make immediate decisions on how best to handle the situations.

Occasionally, there are disruptions to lifestyle caused by travel requirements, accepting of phone calls from inspectors after hours.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to understand, interpret and summarize legal statutes and regulations.
- Understanding of regulatory principles and quasi-judicial procedures
- Effective written and verbal communication skills and strong interpersonal skills (to liaise with stakeholders, sometimes in difficult circumstances)
- Proficiency in providing oral and written updates of submissions and reports.



- Knowledge of financial management procedures and human resource management
- Experience of working with quasi-judicial Boards is an asset.
- Ability to deal with community sensitive issues.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.
- Ability to supervise, train, monitor, support and motivate a team of individuals
- Effective investigative, observation and report writing and verbal skills
- Experience or training working in a computerized environment
- Knowledge of and the ability to participate in prosecutions in a courtroom or quasi - judicial setting
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A degree in Business Administration or related field, combined with coursework in Law Enforcement (or related field), and at least five (5) years of experience working in the law enforcement field, including having experience with investigations.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Eligible and appointed as an Inspector, in accordance with the Liquor Act

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

French language (check one if applicable)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred



Indigenous language: Select language

- Required
- Preferred