



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Regional Superintendent, Sahtu	
Position Number	Community	Division/Region
21-6426	Norman Wells	Sahtu

PURPOSE OF THE POSITION

The Regional Superintendent, Sahtu is responsible for the delivery of Municipal and Community Affairs (MACA) programs and services in the Sahtu Region. The position is responsible for ensuring high quality services are delivered in an effective, efficient, and financially accountable manner that supports the Department's and the Legislative Assembly's priorities and mandate. This position provides leadership to the region and to the Department as a member of the Senior Management Committee, is a member of the Regional Management Committee, and is chair of the Regional Emergency Management Organization.

SCOPE

The Regional Superintendent, Sahtu (Superintendent) is located in Norman Wells and reports to the Assistant Deputy Minister, Operations, who provides broad strategic leadership in the areas of policy oversight and program delivery. The Superintendent is delegated full expenditure authority, and the budget allocation for regional program delivery is fully decentralized. The Superintendent is accountable to the Assistant Deputy Minister for overall performance in the delivery of regional programs and budget management.

MACA is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life and to deal effectively with other government organizations. The Department is also responsible for protecting the interests of consumers. The Department accomplishes this mandate through supporting capable, accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.



MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics and close proximity to an active political environment.

The Superintendent represents the Department in the region and is highly accessible to local politicians, community governments, band councils, self-government organizations, contractors and individual citizens, and must be able to respond to highly sensitized and politicized issues and situations.

The Superintendent provides advice and support to community governments on a range of issues and topics, including advising community governments on governance, budgeting, debt recovery, and sound financial management and reporting; and supports community governments in the planning exercises for land use, emergency management, capital investment and asset management.

The Superintendent is responsible for the direct delivery of several programs, including: emergency preparedness, emergency management and administration of the Emergency Management Act; coordination and delivery of workplace learning and development programs for community government employees; public safety delivered in collaboration with the Office of the Fire Marshal; consumer, lottery, business and real estate agent licensing and responding to consumer complaints; and collaboration with the Sport, Recreation and Youth Division on the delivery of sport, physical activity and recreation programming.

The Superintendent also supports the delivery of federal infrastructure programs for community governments, including the Canada Community-Building Fund and other federal infrastructure agreements. Implementation of federal programs, oversight and reporting on use of federal funds is provided primarily through the regional offices with support from Headquarters (HQ).

The Superintendent works within a diverse legislative and policy framework and carries out its responsibilities in accordance with Government of the Northwest Territories (GNWT) legislation, regulations, policies and procedures, including the Financial Administration Act, Public Service Act, and Financial Administration Manual.

MACA is responsible for the administration of 20 statutes, seven Executive Council policies, and 20 Ministerial policies. The Superintendent must have an in-depth knowledge of departmental policies and legislation, as well as a familiarity with local community government by-laws, and must be able to explain their application to community governments.



The Superintendent must meet the sometimes-conflicting needs of territorial, regional, community and individual stakeholders, and anticipate problems before they occur. The Superintendent must make every effort to involve community governments, agencies and other stakeholders in program delivery, in keeping with settled and unsettled land claims, self-government agreements and other initiatives. The position demands a high level of sensitivity to local and northern issues and requires the ability to select and apply effective approaches that foster long-term positive working relationships, and support training and capacity building within the region.

The Superintendent works with regional leadership of other GNWT departments and agencies on matters that impact community government program delivery and capacity. The Superintendent is a member of the interdepartmental Regional Management Committee chaired by the Regional Director of the Department of Executive and Indigenous Affairs.

The Superintendent chairs the Sahtu Regional Emergency Management Organization (EMO). Under the leadership of the Superintendent, the Regional EMO leads the activities of the GNWT in relation to emergency mitigation, preparedness, response and recovery; and is the lead authority for emergency management programs in the region.

The Superintendent provides leadership to staff responsible for the delivery of a diverse suite of services and programs and promotes a positive team environment where people can make a valuable and satisfying contribution.

DIMENSIONS

- Reporting Positions- 5 direct reports
- Compensation & Benefits- \$1,179,600
- Operations & Maintenance- \$12.6 million
- Capital – Varies with the annual capital plan – \$39.9 million in 2025/26 department-wide

REGIONAL SCOPE

- 1 Village
- 1 Hamlet
- 4 Designated Authorities

RESPONSIBILITIES

- 1. Responsible for the overall management and delivery of the Department's programs and services in the Region by monitoring regular progress; representing the Department regionally; interpreting the Department's legislation, policies, regulations, and directives; and ensuring proper accountability is maintained to the Assistant Deputy Minister.**



- Provides regional support for community governments in their capital planning and project management activities using federal and territorial funding for the construction and operation of municipal infrastructure such as solid waste facilities, water treatment plants, etc.; and may include support for the procurement process (e.g., preparation of Terms of Reference, etc.), and support for project management (e.g., preparing project management plans, etc.)
 - Provides regional support to community governments to ensure good governance, including supporting different governance structures; advising on bylaw and policy creation, maintenance, and enforcement; and providing specific support on community government core business and procedures.
 - Leads the Regional EMO in coordinating the regional activities of the GNWT and federal agencies in relation to emergency mitigation, preparedness, response and recovery; and maintains a regional Emergency Operations Centre, Incident Management Team, and capacity to respond to emergencies in support of community governments in the region.
 - Coordinates the work of the regional office with HQ, other regions, regional departments, community governments, federal agencies and other stakeholders, in order to plan, prepare for and respond confidently and competently to emergencies, technical issues and business development challenges.
 - Oversees consumer affairs services including: the regulation and licensing of door-to-door sales (vendors and direct sellers); collection agencies; real estate agents and salespersons; business licenses (in community governments without a business licensing bylaw); and lotteries (bingos, pull tickets, raffles and casinos in community governments without a lottery licensing bylaw).
 - Oversees the delivery of community government learning and development programming for community government elected officials and staff in the region.
 - Collaborates on the delivery of fire prevention, protection and investigation programming within the region and support for community government efforts in delivering fire prevention initiatives in line with direction of the Office of the Fire Marshal.
 - Collaborates on the delivery of Sport, Recreation and Youth supports to community governments including capacity building, advice and assistance concerning recreation, sport, physical activity, youth and volunteer programs.
2. Directs the human and financial administrative functions through a team of advisors and analysts, and by liaising with human resources and finance specialists. Responsibilities include: the planning and monitoring of budgets in coordination with HQ; reporting on activities and expenditures; emphasizing workplace safety; providing overall direction for financial administration activities, including year-end closing; ensuring the coordination of regional staff and HQ staff activities around departmental priorities; and providing overall direction for delegated human resource functions, such as performance management and staff training and development, both formal and on the job.



3. Maintains responsibility for ensuring that GNWT records management policies, standards and systems are implemented, and that regional staff are aware of and adhere to responsibilities respecting access and privacy consistent with the *NWT Access to Information and Protection of Privacy Act*.
4. Maintains effective public relations and builds positive relationships with community governments, Indigenous governments and organizations, local contractors and businesses, the general public and the media.
5. Participates in the overall management of the Department by assisting in the development of departmental business plans, legislation, policies, programs and directives; supporting the coordinated advancement of GNWT and departmental objectives as they relate to the region and community governments; and by regularly reporting on the progress, status and financial details of programs and activities.
6. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.

WORKING CONDITIONS

Physical Demands

Generally, normal office working conditions apply.

Emergency response situations may require the incumbent to participate in emergency response activities involving long hours working in the field setting up evacuation/isolation centres; assisting with the evacuation of residents; surveying damaged areas; etc. This would include periods of walking and standing, and possibly some lifting and carrying of equipment. Some emergencies, such as floods and forest fires, occur during predictable annual time periods; others such as community-wide power outages and failure of essential community government services can occur often and at unpredictable times. In the case of pandemics, an emergency situation can last for an extended duration.

Environmental Conditions

Generally, normal office working conditions apply.

Sensory Demands

Generally, normal office working conditions apply.



Enhanced situational awareness of surroundings, and continuous monitoring is required during emergency response situations.

Mental Demands

The position is subject to changing priorities.

Emergency response situations may require the incumbent to work extended hours in a crisis management role. The incumbent may be exposed to emotionally and/or politically charged situations when dealing with emergency response events.

The position is required to travel 10-20 times per year, for 1-5 days at a time, driving and flying between communities in a variety of weather conditions. Emergency response situations may require the incumbent to access remote locations by small aircraft, boat or ATV.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge or ability to acquire knowledge of:

- Community government governance legislation, regulation and policy
- Community government governance, administration and operations by-laws and best practices
- Community government planning and development principles
- Emergency preparedness and response management and best practices
- Community government Operations and maintenance best practices
- Contracting management best practices and law
- Access to information and protection of privacy legislation and best practices
- Northern construction techniques and project management

Skills and abilities in:

- Leading teams
- Managing politically sensitive and visible issues
- Coordination of diverse functions
- Interpersonal relationships, including conflict management and dispute resolution.
- Effective communications (written and verbal) and media relations, including communicating technical information to non-technical individuals
- Negotiations and consensus building
- Program planning, management, and evaluation
- Organizational and business process change management
- Emergency response coordination
- 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:

Completion of a Bachelor's degree in public administration or a related field and a minimum of eight (8) years of relevant experience, including three (3) years of management experience.

Equivalent combinations of education and experience will be considered.

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

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