



IDENTIFICATION

Department	Position Title	
Environment & Climate Change	Manager, Land Administration	
Position Number	Community	Division/Region
23-07689	Yellowknife	Land Management & Administration

PURPOSE OF THE POSITION

The Manager, Land Administration (Manager) is accountable to manage and lead the administration and management of public land in the Northwest Territories (NWT).

SCOPE

Located in Yellowknife and reporting to the Director, Land Management and Administration (Director), the Manager, Land Administration is primarily responsible for managing and leading the administration of public land in the Northwest Territories.

Land administration in the NWT is primarily managed through the issuance of legal instruments of tenure which include leases, rights-of-way or easements, licences and permissions to occupy. These instruments are collectively referred to as dispositions. Rules of tenure in the NWT define how property rights to land are allocated. Legally binding tenure instruments define how access is granted to rights to use, control, and transfer land, as well as associated responsibilities and constraints. These dispositions are executed between the Government of the Northwest Territories and third parties such as commercial and industrial users or individual residential users. A tenure instrument is not static and may change throughout its lifecycle. At the request of the tenure holder or the Department, changes to the tenure instrument may be required. These changes are broad in scope and could include amendments, assignments to another party, rent reviews, remedies to breaches, surrenders and terminations of the instrument.

The mandate of the Department of Environment and Climate Change is to manage, administer, and plan for the sustainable use of public land in the Northwest Territories in a fair and transparent manner that reflects the interests of the people of the Northwest Territories. The Department Environment and Climate Change operates within the central belief that land



management and administration is a core public good and critical asset that needs to be effectively and efficiently managed.

The management and administration of land in the NWT occurs in a unique context and is influenced by distinct social, economic and cultural factors and complex regulatory considerations. The NWT land management system features a unique land ownership structure that includes public lands, Indigenous-owned settlement lands, federal lands, and private lands; a complex regulatory regime governing the use of land, water, and resources; Lands, Resources, and Self-government Negotiations and Agreements; and Indigenous Rights and Consultation requirements.

The Land Management and Administration provides overall leadership, management, expertise, and technical advice on the development of operational policies and procedures for the administration of public land with respect to land tenure. Responsibilities include managing and administering land dispositions and grants, land valuation and pricing, securities, regulatory coordination, consultation and engagement, survey applications, record keeping, maintaining land tenure databases, revenue collection, and unauthorized use and occupancy processes.

The Manager must possess an in-depth understanding of this distinctly northern environment within which the GNWT's land and resource management and administration obligations are carried out and demonstrate the ability to provide strategic direction and leadership that is reflective of departmental goals, objectives, and priorities.

The Manager works within a legislative framework which includes the Public Land Act, Commissioner's Land Act and Regulations; Northwest Territories Lands Act and Regulations; Community Planning and Development Act and Regulations; the Area Development Act and Regulations; and the Mackenzie Valley Resource Management Act and Mackenzie Valley Land Use Regulations; as well as the settled Lands, Resources and Self-government Agreements within the NWT; Interim Measures Agreements; and the Devolution Final Agreement. The position also works within a Cabinet approved policy framework including the Land Pricing Policy; the Land Lease Only Policy; the Land Use and Sustainability Framework; Northern Lands-Northern Leadership; and the Recreational Leasing Policy.

The Manager also supports the amalgamation of former Commissioner's and Territorial land administration functions including the integration of systems, processes, policies, guidelines and legislation where applicable.

The Manager works with a broad range of colleagues, including colleagues within the Department, other Departments in the GNWT, other levels of government (federal, municipal and indigenous), private sector companies and individuals. The Manager must be able to



understand and influence the needs of other governments (federal, municipal and Indigenous), clients, and lawyers acting on behalf of clients.

The Manager frequently works with upset or frustrated clients and must be able to work with and provide service in a professional and courteous manner to all clients. Sound judgment, diplomacy and tact are required in interactions with clients, partners, and stakeholders. In so doing, the Manager will need to explain why requests and applications have been returned or are unable to be processed with confidence and professionalism, while relying upon specialized knowledge. Dissatisfied customers often raise matters to a political level and this position is responsible for ensuring clients are informed in a positive way.

The work of the Manager is performed under the general direction of the Director. The Manager has a significant amount of latitude provided that the policies, guidelines & interests of the GNWT and the Department are upheld.

RESPONSIBILITIES

1. Oversees the day-to-day operations of the Land Administration Unit.

- Plans, coordinates and oversees the development of operational plans, procedures and guidelines.
- Oversees the collection of revenues associated with tenure instruments.
- Oversees the life cycle of tenure management from application for tenure (rights) through to surrender, termination or expiry, including land sales.
- Oversees the development of guidelines and procedures in coordination with Regional Offices to ensure consistency in process for land management and administration activities.
- Oversees the coordination of surface and sub-surface tenures with Regional Offices and the Department of Industry, Tourism and Investment.
- Develops, implements, and adheres to client service standards that are public facing.
- Ensures that files and records that support the administration of land are managed consistent with established GNWT legislation, regulation, and policies.
- Oversees the coordination of inspections with Departments Regional Offices.
- Coordinates with the Department of Justice, as required, on the rectification of legal issues.

2. Oversees the negotiation of agreements with third parties.

- Speaks for, and on the behalf of, the Department and the GNWT.
- Develops contract negotiating mandates and strategies for the approval of the Director.
- Ensures that requirements under legislation, policies and regulation are incorporated into mandates and strategies.
- Builds and maintains constructive relationships with parties to the negotiations.



- Works with parties to set meeting times and locations and establish agendas for negotiations.
- Works with the Department of Justice on development of contractual clauses.

3. Provides advice and input to GNWT Departments, other Governments, and stakeholders.

- Represents the Department on lands issues and exchanges related to Land, Resources and Self-Government Agreements and Negotiation including the withdrawal and selection of land.
- Represents the Department on matters related to the management and administration of public lands and resources at senior levels across government, with Indigenous governments, community representatives, other levels of government, industry, CEOs and Institutions of Public Government.
- Establishes and maintains strategic linkages, communication, and information channels.
- Oversees the provision of information and advice on legislative and regulatory requirements.

4. Manages the human resources of the unit to provide effective and efficient services.

- Manages a group of eight (8) staff with diverse education and experience.
- Develops and implements short and long-term work plans, goals and objectives and continuously monitors to ensure objectives are being met. Takes corrective action where goals and objectives are not being met.
- Evaluates on-going staff workloads to ensure the section is meeting Departmental objectives.
- Ensures that staff have the training and professional development to do their jobs and to keep apprised of new technologies and approaches.
- Updates job descriptions and initiates and completes staffing actions and annual performance evaluations.
- Initiates and follows through to completion, progressive disciplinary actions, as required.
- Approves or recommends approval of employee leave entitlement consistent with approved policies and procedures.
- Conducts employee performance evaluations.
- Supports objectives of succession planning within the Unit and the Division.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions



No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legislation, regulation, policies that govern the administration of land and resources.
- Knowledge of the theories, principles and practices related to the management and administration of public land and resources, including, but not limited to, contract law, real property law, law and the public manager, real estate practices and environmental law.
- Knowledge of environmental impact assessment legislation, regulations, processes, and procedures.
- Knowledge of land claim legislation, land claim negotiations and implementation and Self-Government Agreement negotiations and implementation.
- Knowledge of legislation, regulations and policies that govern financial management.
- Knowledge of court decisions dealing with environmental protection and land claims.
- Knowledge of Indigenous Governments, organizations and communities including social, economic, political, cultural aspirations, needs, structure and mandates.
- Knowledge of the documentation processes related to the administration of public land.
- Knowledge of negotiating and problem-solving techniques.
- Knowledge of the biophysical and socio-economic impacts of resource development.
- Knowledge of public administration and general management concepts as well as methods and techniques utilized in the planning and management of financial and human resources.
- Interpersonal skills are required to effectively communicate, interact, and work with individuals and groups.
- Ability to use analysis and interpretation methods and techniques.
- Ability to understand cultural differences and how they influence communication, consultation, and decision-making with regards to land claims, land use and environmental protection issues.
- Ability to make timely and effective decisions.
- Ability to plan, direct and evaluate research and special project/programs.
- Ability to manage and supervise personnel, guide, and evaluate staff, resolve conflict and mediate disputes.
- Ability to use analysis and research methods.



- 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:

An undergraduate degree in resource management, land management or planning, or geography, and five (5) years of relevant experience, including 3 years of supervisory experience.

Equivalent 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