



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Wildlife Biologist (Species at Risk)	
Position Number	Community	Division/Region
23-10058	Yellowknife	Wildlife and Forest Management

PURPOSE OF THE POSITION

The Wildlife Biologist (Species at Risk) is responsible to develop, periodically review, and implement processes and programs to fulfill GNWT responsibilities with respect to species at risk in accordance with requirements under the *Species at Risk (NWT) Act*, the federal *Species at Risk Act*, land claim agreements, commitments under the *National Accord for the Protection of Species at Risk (Accord)*, and the Canada-NWT Bilateral Agreement on Species at Risk.

SCOPE

This Wildlife Biologist (Species at Risk) is located in Yellowknife and reports to the Manager, Biodiversity Conservation in the Wildlife Division.

The incumbent is responsible for the administration of a budget of up to \$50,000 to ensure the activities of the territorial Species at Risk Program are earned out throughout the NWT. The Incumbent acts as the GNWT expert and a primary point of contact for Information on species at risk to Aboriginal organizations, wildlife co-management boards, Interested, stakeholders, other GNWT and government departments and agencies, as well as the public. The Incumbent Is also responsible for providing expert advice to ensure that wildlife and ecosystems are conserved, wildlife abundance and diversity is maintained, and ECC's wildlife policies and strategies are professionally credible.

This position will be required to work independently. However, the incumbent works closely with the Wildlife Biologist (Ecosystem Management) and Species at Risk Secretariat in the Wildlife Division, with Regional Biologists, and with co-management boards and federal counterparts with responsibility for species at risk program implementation.

The quality and quantity of Information provided by the incumbent will dictate the success of major portions of the program which will, in turn, have an impact on the effective management and recovery of both federally and territorially listed species at risk in the NWT.



RESPONSIBILITIES

1. Implement territorial responsibilities under the federal Species at Risk Act, and other jurisdictional legislation, within the context of established land claim co-management boards and other wildlife management structures so that the GNWT can fulfill its role as a leader in conserving species at risk in the NWT.

- Analyze, make written recommendations on and coordinate a GNWT response to federal species at risk listing proposals and other related issues so that GNWT is able to respond in a considered yet timely manner.
- Coordinate NWT responsibilities related to recovery actions required under the federal Species at Risk Act.
- Develop with ECC Regions and NWT wildlife co-management partners, and periodically review NWT action plans, recovery strategies and management plans for federally listed species, ensuring that appropriate consultation is carried out and requirements under land claim agreements are met.
- Develop with ECC Regions and NWT wildlife co-management partners and periodically review work plans and implementation plans for ECC commitments with respect to implementing management plans/recovery strategies for federally listed species.
- Evaluate implementation of NWT action plans, recovery strategies or management plans.
- Monitor, review and provide advice to senior management on other Canadian and international jurisdictions species at risk listing proposals, petitions and species status review requests for species under the authority of the GNWT.
- Prepare information and facilitate the meaningful review of federal species at risk listing proposals and recovery documents by the GNWT interdepartmental Species at Risk Committee (InterSARC). Prepare written Ministerial responses or GNWT responses for Cabinet approval.
- Responsible for the development of non-detriment findings (NDF) letters and reports for species at risk identified by the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), and represent Departmental interests and perspectives at multi-jurisdictional meetings related to CITES. Coordinate responses to other NDF requests for non-at risk species.
- Represent the GNWT on national species at risk recovery committees (e.g. Recovery of National Endangered Wildlife (RENEW), Recovery Teams, Steering Committees, Management Teams) and report nationally on GNWT conservation and recovery activities.
- Work with Environment Canada to implement a bilateral agreement on the administration of species at risk programs. Ensure implementation has a coordinated and focused approach to the delivery of species at risk protection and recovery, including participation on the Canada – Northwest Territories Species at Risk Coordinating Committee and implementing the federal Habitat Stewardship Program.



- Share date and information on species at risk programs with federal, departmental and NWT wildlife co-management partners.
- Collaborate with federal partners on consultation processes for species at risk.
- Review environmental assessment, land use plan, proposed land claim agreement and other documents from other ECC Divisions and GNWT Departments, and where appropriate, make recommendations on federally listed species at risk.

2. Implement GNWT responsibilities under the Species at Risk (NWT) Act within the context of wildlife co-management processes established through land claim agreements so that the GNWT can fulfill its role as a leader in conserving species at risk in the NWT.

- Coordinate the Minister of ECCs appointments to the Species at Risk Committee (SARC) established under the Species at Risk (NWT) Act.
- Coordinate the GNWTs review of species status reports for completeness and adherence to guidelines and/or conduct the review.
- Develop and periodically review a policy framework for ECC species at risk programs to complement the legislation and provide guidelines for implementation for the Conference of Management Authorities (CMA), established under the Species at Risk (NWT) Act.
- Develop and periodically review ECC consultation plans and coordinate consultations with respect to SARC appointments, species listings, conservation actions, and approval and implementation of management plans and recovery strategies. Ensure that consultation requirements under legislation and land claim agreements are met. Keep records of proceedings.
- Compile results of consultations and develop recommendations with respect to species listing, accepting a management plan or recovery strategy and implementing recovery and conservation actions for listed and prelisted species and their habitat.
- Track ECC commitments made in consensus agreements.
- Prepare and inform ECC CMA representatives and senior management for CMA teleconferences and face-to-face meetings. Prepare necessary materials and debrief senior management after CMA meetings.
- Coordinate development and completeness of management plans and recovery strategies for threatened species and species of special concern where the Minister has responsibility.
- Coordinate the finalization of management plans and recovery strategies where no consensus agreement has been reached following processes under land claim agreements.
- Prepare ECC responses and work plans with respect to listing, conservation measures, and accepting and implementing management plans and recovery strategies consistent with the requirements of the Species at Risk (NWT) Act.
- Prepare recommendations on listing to Minister and make notices of listing public.



- Prepare information and facilitate the meaningful review of territorial species at risk listing proposals and recovery documents by the GNWT Interdepartmental Species at Risk Committee (InterSARC).
 - Review documents and provide input and recommendations on relisting to ECC CMA representatives. This includes developing a work-plan for ECC consultation requirements, compiling consultation results, and making recommendations on consensus agreement actions for ECC.
 - Prepare letters of delegation for responsibilities and agreements with respect to administration of the Species at Risk (NWT) Act.
 - Develop and periodically review eligibility guidelines and list of potential responsibilities for Species at Risk Guardians.
 - Track progress of ECC actions under a management plan or recovery strategy, and report on actions for each at least every five years.
 - Prepare agreements between ECC and private landowners with respect to habitat conservation and designated habitat.
 - Compile annual reports for the CMA on exempted activities and permits, and emergency actions taken without a consensus agreement in place in accordance with requirements under the Species at Risk (NWT) Act.
 - Prepare an agreement with federal government with respect to the assessment of fish and migratory birds, as required.
 - Track submissions for listed or prelisted species on proposed developments and applications.
 - Review environmental assessment, land use plan, proposed land claim agreement, and other documents from other ECC Divisions and GNWT Departments, and where appropriate make recommendations on territorially listed species at risk.
 - Provide advice and planning support to ensure that wildlife and ecosystems are conserved, wildlife abundance and diversity is maintained, and ECCs wildlife policies and strategies are professionally credible.
 - Assist with field programs as required.
- 3. Develop and periodically review public information and education materials on species at risk in the NWT to improve awareness of the needs of species at risk in the NWT, to encourage citizens to participate in conservation, protection and recovery actions and to emphasize preventive measures to keep species from becoming at risk.**
- Develop appropriate print, visual and web-based materials to inform the public about species at risk and the public's role in protecting species and assisting in species recovery.
 - Create, update and maintain species at risk occurrence and occupation GIS files for public distribution.
 - Act as the primary point of contact for public enquiries about species at risk and the NWT Species at Risk program.



- Work with federal colleagues to develop public communication and outreach products for species of mutual interest.

4. Administer activities associated with implementing GNWT responsibilities under the National Accord for the Protection of Species at Risk, the federal Species at Risk Act, the Species at Risk (NWT) Act, and associated programs to ensure that objectives and requirements are fulfilled.

- Develop annual workplan and plan or implement additional or revised activities to ensure program efficiency.
- Manage the approved budget for the NWT Species at Risk program, control annual expenditures up to 50K and follow standard government guidelines.
- Develop partnerships with land claim co-management boards, federal-provincial-territorial government agencies, universities, and non-governmental organization to implement research, monitoring, and inventory projects necessary to close information gaps on species at risk in the NWT.
- Prepare briefing notes, Department of Finance submissions, decision papers, information items to Cabinet and other documents as required, including Department of Finance submissions to with respect to federal or territorial species at risk listings, conservation measures or critical habitat identification, and national or territorial recovery or conservation initiatives.
- Responsible for raising funds, preparing funding proposals, and administer contracts related to research, monitoring, and inventory projects on species at risk in the NWT, and the development and implementation management plans and recovery strategies.
- Arrange for financial agreements and contracts to ensure programs under supervision are implemented.
- Responsible for administration of financial agreements and contracts under the NWT Species at Risk program as required.
- Interview, select, and supervise casual, contract, student, intern or other staff.
- Evaluate work performance and appraise support staff.
- Assign projects to support staff and designate their responsibilities.

WORKING CONDITIONS

Physical Demands

Providing assistance to biologists in the field involves physical demands such as hiking and driving long stretches, loading and unloading snowmobiles on airplanes, ATVs on trucks, and loading and unloading fuel drums and gear into aircraft (Annually, 6-15 days).

Environmental Conditions

Exposure to extreme temperature in isolated camps and communities.



Danger of physical injury particularly when working with wildlife (Annual, 1-2 weeks)

Exposure to high decibel noise and fumes from aircraft, outboard motor, snowmobiles, ATVs, and working around heavy equipment) Annually, 1-2 weeks)

Sensory Demands

Use of potentially dangerous field equipment. Bad decisions can endanger health and safety of incumbent, colleagues and support staff (Annually, 6-15 days).

Aerial helicopter, airplane surveys, and boat surveys. High noises. Headsets are worn for many hours at a stretch, in aircraft for many hours at a stretch (Annually, 5 days)

Long periods of auditing, proofreading reading watching and studying, especially during committee or board work and meetings (6-8 times annually, 1-2 weeks)

Mental Demands

The incumbent will be required to work under tight deadlines and stressful situations to prepare for major meetings and ensure follow up is done by appropriate parties.

Public presentations may be stressful as the incumbent will be required to explain or defend government positions to a wide range of audiences, that may range from local Hunters' and Trappers' Associations to land claim organizations, the Species at Risk Committee, the Conference of Management Authorities, and the Minister and Members of the Legislative Assembly.

The incumbent will have a disruption to family life due to long travel for field sessions and meeting/conference or board work in or outside the NWT six to eight times annually for one to two weeks at a time. There is an expectation to work irregular or long hours, or to work on weekends or holidays when field activities or meetings and deadlines require it.

There will be numerous, highly stressful situations as the incumbent will have to deal with high profile and sometimes emotional issues and meet tight deadlines. There will be many requests for Briefing Notes and Decision Papers for the Minister.

- Public presentations on complex and technical issues (4 times annually).
- Analyzing and drafting legislation instructions and briefing notes (weekly).
- Developing and fostering management partnerships, managing financial arrangement, and administer contracts (2-4 times annually).
- Living in isolated camps, lack of privacy, no medical facilities (Annually 2-5 days)



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of wildlife management theory and practice, in particular conservation biology, to evaluate and make recommendations to senior management regarding the impact of actions resulting from the legislation.
- Knowledge of applicable federal or territorial legislation related to species at risk in the NWT.
- Knowledge of federal land claim legislation that applies to the NWT.
- Ability to communicate this knowledge in an understandable manner through written and oral presentations to a wide variety of audiences, to clearly explain and discuss species-at-risk issues.
- Organizational skills and an attention to detail.
- Ability to manage projects, staff and budgets to properly develop, implement and report on the legislation.
- Ability to understand, appreciate and act upon cross-cultural differences, especially as they relate to the management of natural resources.
- Ability to communicate effectively and work cooperatively with various boards and organizations.
- Demonstrated proficiency with GIS programs and spatial analyses.
- Ability to work independently and without close supervision in a co-operative environment both with the department and external to the department.
- 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 graduate degree (MSc) in one of the natural science disciplines – Biology, Wildlife Management, Environmental Studies, Environmental Sciences or Resource Management, supplemented with five years of directly related experience in resource management.

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