



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Environmental Regulatory Analyst	
Position Number	Community	Division/Region
23-10408	Yellowknife	Regulatory and Permitting/ HQ

PURPOSE OF THE POSITION

The Environmental Regulatory Analyst (Analyst) is responsible for working with technical experts and regional staff to conduct and coordinate rigorous reviews of resource development applications and to ensure timely and effective review of documentation received from screening boards, regulatory boards and land managers, submission of consolidated comments and recommendations within the mandate of the Department of Environment and Climate Change (ECC). The Analyst leads conflict resolution processes and provides ongoing monitoring and tracking of the Department's regulatory responsibilities. The position is also accountable for the planning, coordination, evaluation and program delivery services intended to strengthen the ability of Indigenous governments and Indigenous organizations in areas without settled land claims in the Northwest Territories to participate in land and resource management activities affecting surrounding land use areas (IRMA Program).

SCOPE

The Environmental Regulatory Analyst is located in Yellowknife and reports to the Manager, Environmental Impact Assessment (Manager). The Analyst delivers the Department of Environment and Climate Change (ECC) mandate for sustainable resource management and environmental protection in the Northwest Territories (NWT). The position works closely with technical and professional staff in the Department to coordinate timely, effective and consistent multi-disciplinary reviews of environmental effects and analysis of regulatory applications and other authorizations required for resource development projects. The position is responsible for administering the Interim Resource Management Assistance (IRMA) Program.

These responsibilities include reviewing information received, coordinating the distribution of required information to technical experts, the consolidation and synthesis of input received,



leads a conflict resolution process, when required, and the transmission of information requests and recommended mitigation conditions to the appropriate regulatory authorities. The position also consults with other Government of the Northwest Territories (GNWT) Departments to facilitate agreement on ECC technical and regulatory positions.

The position must use their technical background and critical thinking skills to ensure information and items for review are being disseminated to appropriate divisions and delegated to all appropriate technical experts.

The Analyst acts as the main point of contact with regulatory agencies responsible for leases, land use permits and water licenses, consolidating the work of Departmental staff to ensure consistency and timeliness in Departmental submissions, and to minimize duplication of effort in the review of regulatory applications. The position also monitors and tracks follow-up regulatory responsibilities of the Department based on monitoring and understanding of current land uses on both a regional and NWT-wide basis. Such information and understanding helps technical reviewers with effective the integrated resource management planning and to find resolution in the event of conflicting recommendations.

The Analyst also is responsible for the IRMA program. The position ensures that program applicants receive assistance and support to participate in regulatory and environmental assessment processes. The position must build and maintain diplomatic and professional working relationships with Indigenous governments and Indigenous organizations and evaluate their funding applications.

The Analyst assists Indigenous governments and Indigenous organizations in areas without settled land claims to participate in activities related to:

- Environmental assessments of projects or activities with the potential to impact upon surrounding lands and related resources, including involvement with the relevant regulatory and advisory boards, agencies and committees;
- Regulatory processes including land leasing, tourism licensing, forestry licensing, scientific research permitting, land use permitting, water licensing, oil and gas rights issuances and other land and water and other natural resource related permitting activities;
- Participation in consultations in regards with resource management policy and legislation; and
- Community capacity development in specific land and resource management activities.



RESPONSIBILITIES

- 1. Coordinates the review and submission of Departmental responses related to leases, land use permits, water licenses, and other regulatory applications required by applicable territorial and federal legislation, as well as guidelines and policy documents developed by regulatory agencies.**
 - Facilitates information sharing and consensus building by ECC technical experts and regional staff to ensure a rigorous analysis of regulatory applications and consistency with ECC and GNWT policies and mandates.
 - Prepares consolidated ECC submissions for the consideration of regulatory boards and coordinates, as required, Departmental interventions before regulatory boards in public hearings or other processes where cross- examination may occur.
 - Works cooperatively with other Departments when a consolidated GNWT submission is required for high-profile projects.
 - Works cooperatively with GNWT review staff to reach consensus on competing or contradictory recommendations and positions both within and external of the review process.
- 2. Implements internal ECC coordinated tracking and follow-up on regulatory requirements.**
 - Ensures that roles and responsibilities for follow-up to meet ECC obligations under land use permits and water licenses are assigned.
 - Ensures ECC's input to regulatory agencies is effective by comparing ECC's recommendations to licenses and permits issued and advising technical experts of adaptations required.
 - Maintains appropriate records in government filing systems.
 - Tracks departmental participation in regulatory reviews and other performance reviews.
- 3. Promotes communication amongst Departmental staff involved in reviews of regulatory applications.**
 - Provides supplementary information to technical reviewers in regard to the history of the regulatory application being reviewed. This would include researching and then providing context to ECC reviewers on matters such as changes in the project or application over time, relevant ECC comments during reviews of earlier versions and/or direction from the regulator on required content.
 - Participates in the review and promotion of ECC best practices, guidelines or similar instruments for environmental impact prediction and mitigation.



- 4. Plans, implements, evaluates and enhances the IRMA program to ensure the program runs smoothly, funds are distributed in a timely and fair manner, and the applicants are adequately engaged and informed.**
 - Plans, coordinates and delivers program services for the IRMA program.
 - Reviews and assesses applications for funding, including making recommendations on appropriate funding allocations.
 - Serves as the main point of contact for both internal (GNWT) and external (IRMA applicants) parties, with a focus on developing and fostering strong relationships with Indigenous government and Indigenous organization applicants.
 - Develops and coordinates program materials including applications, brochures and website information.
 - Delivers program services, and provides advice and information to applicants regarding program requirements and procedures.
 - Receives, processes and reviews program applications to assess eligibility.
 - Prepares analyses, briefings and technical reports on program administration activities for senior management and provides recommendations for their consideration based on systematic evaluations.
 - Develops, administers and tracks contribution agreements for successful applicants.
 - Manages ECC financial and administrative records for the IRMA program's \$1.6 million budget.
- 5. Leads the development of strategies and options to evolve the IRMA program objectives to ensure it continues to be relevant and useful.**
 - Develops briefing materials for senior management on the overall direction of the program.
 - Consults with internal and external clients on a regular basis to anticipate evolving requirements.
 - Provides advice and guidance to external clients on program issues and requirements.
 - Monitors and analyses the effectiveness of program strategies, initiatives, services, activities and processes against accepted best practices to ensure compliance.
 - Leads organization of capacity building workshops or other engagement sessions with IRMA recipients, including logistics, agenda planning, and meeting facilitation.
 - Leads meetings with internal or external clients and stakeholders; delivers presentations to IRMA applicants.
 - Has the authority to recommend and contribute to the development and implementation of new or modified program strategies, initiatives, services, activities, and processes.
 - Provides subject-matter expertise to project teams, working groups and colleagues involved in analyzing program-related strategies and initiatives.



6. Assists with the implementation of coordinated monitoring and follow-up on environmental assessment requirements.

- Assists with monitoring and follow up on environmental assessments, Environmental Agreements, and Indigenous consultation, including researching and consolidating background information, to ensure the Department is meeting its regulatory obligations.
- Develops tools, templates, or other documentation to be used in environmental assessment or regulatory reviews or follow-up processes.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands

Mental Demands

The works within tight timelines established by external parties. The incumbent has the added stress of tracking down personnel to provide input into regulatory proceedings. The position is also the brunt of phone calls and emails critical of program funding and support for Indigenous governments and Indigenous organization that are dealing with significant capacity challenges and are requesting more funding than what is available for the program.

There is added stress and anxiety associated with recognizing that the traditional lands of these groups are subject to development projects, which could impact their ability to practice traditional ways of life and that their participation in these regulatory reviews requires this funding as a key way to express their interests so they can be assessed and accommodated, where accommodation is appropriate.

KNOWLEDGE, SKILLS AND ABILITIES

- Familiarity with the processes typically involved in resource extraction in the mining, oil and gas, and forestry sectors, and with their associated environmental and socio-economic effects.
- Knowledge of environmental assessment legislation and processes, as they apply to permitting in the NWT, such as the *Mackenzie Valley Resource Management Act* and



Regulations, *Waters Act* and Regulations, Mackenzie Valley Land and Water Board processes, Inuvialuit Settlement Impact Screening processes. The incumbent should also have a working knowledge of other applicable federal or territorial legislation related to land use and environmental assessment in the NWT.

- Ability to formulate recommendations to decision makers based on their knowledge of environmental principles related to resource development and environmental impacts.
- Writing and editorial skills and command of the English language to convey concepts and recommendations.
- Oral communication skills and ability to express ideas are required to effectively communicate the goals and objectives of programs, to consult and build relationships with colleagues and clients, to participate in committees, meetings and workshops; and to report results to senior managers.
- Knowledge of federal land claim legislation that applies in the NWT, along with land claims and self-government agreements and interim management agreements.
- Analytical and research skills and an ability to exercise sound judgment.
- Diplomacy skills as well as tact and good judgment in communicating with applicants.
- Organizational skills and attention to detail.
- Ability to effectively manage time, priorities, and stress.
- Awareness of administrative, contracts, procurement and financial processes.
- Ability to work with a wide range of computer applications including word processing, spreadsheet, and email.
- Ability to work independently and without close supervision in a co-operative environment both within the department and external to the department.
- Ability to build relationships and work directly with people from other communities who do not work for the GNWT.
- 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 diploma in Political Science, Environmental Science, or other related field, and a minimum of two (2) years of relevant experience, including reviewing technical documents and participating in environmental and socio-economic impact assessment or environmental research, and preferably working with Indigenous governments and Indigenous organizations.

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