



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Senior Wildlife Administrator	
Position Number	Community	Division/Region
23-10954	Yellowknife	North Slave

PURPOSE OF THE POSITION

The Senior Wildlife Administrator is responsible for the supervision and administration of all program activities with respect to wildlife research permits, fishing licenses, hunting licenses, tags, vendors, wildlife business licenses and the fur harvest management system. This position is responsible for compliance with all applicable legislation, policies and procedures for Wildlife and Environment, and is familiar with forest management Acts and regulations. This position provides training support to the Manager, Wildlife and Environment, Renewable Resource Officers, and gives advice to the Superintendent. The Senior Wildlife Administrator position supports regional operations in the North Slave Region.

SCOPE

The position is located in Yellowknife and reports to the Superintendent, Wildlife and Forest Management. The position supervises and carries out all regional matters related to the administration of General Wildlife Licenses, Wildlife Research Permits and other various departmental programs. The position is the first point of contact with the general public on topics related to legislation, policies and departmental procedures inquiries. This position acts as a liaison between North Slave Region and Headquarter, more specifically the On The Land Unit, Field Support Unit and Wildlife Division. The position is responsible for maintaining meticulous records to ensure proper legal follow-up for enforcement purposes. This position is required to monitor and maximize program effectiveness while developing appropriate solutions. This function requires regular consultation with regional staff, management and members of the general public.

This position issues permits and licenses, maintains cash control, reconciles cash register, inventory, audits General Hunting License applications and administers big game outfitting



annual licenses. This position can be in direct receipt of in excess of \$450,000 per year in cash and cheque revenue. The Senior Wildlife Administrator has signing authority for the Fur Price Program up to \$3,000 per transaction. The Senior Wildlife Administrator conducts preliminary research to support regional enforcement and compliance initiatives as well as matters pertaining to wildlife biology. The incumbent will provide expertise and establish a project management and administrative environment that achieves regional and departmental goals while ensuring that GNWT ENR objectives are met.

The position is also responsible for providing support and training to other regional wildlife staff. The Senior Wildlife Administrator ensures that all operational, financial processes and obligations are routinely conducted according to department standards. The incumbent supervises a Reception and Administrative Clerk and casual staff on a seasonal basis.

RESPONSIBILITIES

- 1. Manage and record departmental licenses and permits to ensure proper compliance with various Acts and regulations.**
 - After reviewing any corrections or amendments prior to April 1 of every year, the Senior Wildlife Administrator issues sport fishing and hunting licenses, tags, tag receipts and expert permits to outfitters and the general public.
 - Reviewing and verifying wildlife business license applications to ensure accuracy and eligibility pursuant to the *Northwest Territories Wildlife Act and Regulations*.
 - Issuing wildlife business licenses and permits while maintaining accurate records.
 - Ensures compliance on must report species and data collection while maintaining accurate records.
 - Assisting the Renewable Resources Officers across the NWT in the conducting of investigations pertaining to Wildlife Act and regulation violations; if charges are laid, may include the provision of testimony in the court of law.
 - Verifying the financial obligations for hunting and fishing vendors to ensure their accounting and compliance records are consistent to what is owed to the GNWT.
 - Keeping on hand a large assortment of stock for species tag inventory, licenses, permits, applications, draw cards, certification discs and dall sheep plugs. Order as required each year from the Field Support Unit for the following year.
 - Managing, sorting and classifying documents for filing, according to ARCS/ORCS/DIIMS procedures. Liaise with Department Records Coordinator for disposition and retrieval of files in government storage.
 - Ensures North Slave regional facilities and assets are properly secured and maintained (le. safe, cash register)



2. Manage the regional records and promissory note payments in the GNWT Genuine Mackenzie Valley Fur (GMCF) Program.

- Assisting with the administration of the regional Fur Price Program that is administered by ECC; the program provides protection against sudden and unanticipated declines in market prices and pays all associated costs of selling furs at auction, including shipping and drumming.
- The GMVF provides Guaranteed Advances to trappers in the Northwest Territories (NWT) delivering prime fur for sale. The Senior Wildlife Administrator is trained to identify fur pelts quality from one of the following accepted furs in the program (Bear, Beaver, Coyote, Fox, Lynx, Marten, Mink, Muskrat, Otter, Squirrel, Seal, Weasel, Wolf, Wolverine) and therefore issue an advance on sales to the trapper, trying to ensure the advance does not go over the anticipated market price determined by the Traditional Economy Advisory Committee. Also, able to classify if wolf pelts are taxidermy quality or have been traditionally handled.
- Actively promoting the GMVF programs to local trappers coming into the regional office (or via phone/emails) and explaining the benefits and procedures.
- Ensures that all government issued promissory notes (guaranteed advances) are processed in accordance with the Financial Administration Manual and all GNWT policies and procedures.
- Audits all regional fur promissory notes issued by authorized regional staff to ensure completeness and accuracy to program guidelines and provides corrective action when necessary.
- Guaranteed Advances are reconciled for each trapper in the region when the fur is sold, this can happen several times a year at large Canadian auction houses.
- Data enters promissory notes into the ENR Fur Harvest Management System Database; maintains up to date and accurate fur trapper files; creates reports or queries on harvester information and sales; ensures data integrity.
- Assists the Regional Senior Corporate Services Officer by data entering payments to trappers into the GNWT financial program (SAM), where an amount owed has occurred because of the difference between the sale and the advance issued.
- Provides support to Managers and Regional Officers regarding the program.

3. Coordinate the ECC Wildlife Research Permit Application Process for the North Slave Region.

- Provides applicants who meet the following criteria (interested in scientific research on wildlife, collect wildlife specimens, study wildlife or wildlife habitat in the NWT) with proper application information and the most current consultation contact information for inclusion for community consultation, such as regional renewable resource boards and contacts in communities within the surrounding study area.
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proper application information and the most current consultation contact information for inclusion of community consultation, such as regional renewable resource boards and contacts in communities within the surrounding study area.

- Ensures applicants follow up on their consultation obligations following the Department guidelines for necessary contents and deadlines.
- Coordinates, prepares, edits, reviews and issues the Wildlife Research Permits, including creating covering letters for final signature by the Regional Superintendent.
- Follows-up with researchers to ensure a summary scientific report showing methods and results is sent to the Department and all co-management partners after completion of research (includes community consultation groups). Researchers who do not supply may not be eligible to apply for another permit, so accurate files are important.
- Maintains a record and log of each Wildlife Research Permit Application for statistical analysis and historical reporting.

4. Promotes Public Education and Public Communication in Renewable Resource Management.

- Assists in the compilation of information received from the public into a wildlife sighting log, both in hard copy version and as an electronically logged document filed within DIIMS. The information found within the log is then communicated to the public. Majority of information gathered is used to answer public inquiries, both in person or over the phone where people may be going out on the land and want to know if there is a problematic animal sighting.
- Reviews and corrects social media posts prior to internet upload to ensure it meets ECC Legislation, Policy, and/or Regulations.
- Provides presentations as the Regional Representative at local schools or workshops to promote career opportunities within ENR, public education awareness in government and Department based funding for Trapping, Hunting and Fishing, and internal regional initiatives, i.e. FireSmart.
- Advises community event organizers on proper licensing and permit requirements needed to successfully hold an event; conferring with coworkers, if required.
- Exercises the promotion of traditional knowledge with the general public by sharing information received when engaging with trappers, big game outfitters, and the general public on their traditional knowledge.
- Accepts official information requests from resource organizations (other departments/ Aboriginal organizations/other stakeholders) and liaises with regional staff to obtain an approved response, ensuring all is accomplished within a timely manner. Assists with any statistical information gathering, as required.
- Maintains a supply of public education material for the general public (pamphlets/promo giveaways). Ensure when providing information to an inquiry a copy of the literature is given to reiterate the information given, i.e. FireSmart and Bear Safety; inquiries over the phone may be given website link addresses.



- Actively keeps informed and researches departmental initiatives, knowing who the main contacts are, and provides accurate information back to the public, i.e. wildlife specimen collection programs.

5. Provides training and support to all regional staff and managers.

- Provides on the job training for Renewable Resource Officers and other regional staff on the use of an ENR created web-based licensing database, Licensing Information System that can issue permits and licenses, track statistical information and run special queries or print financial receipt verification reports. Information must be accurate to assist with yearly maintenance audits and statistical reports.
- Guides regional staff in the interpretation or clarification on ENR policies, legislation and regulations; able to provide reference material or alternative solutions to assist with the definition requirements.
- Provides recommendations to senior management on program design improvements and criteria requirements to meet client needs. Assists with the implementation, as needed.
- Identifies gaps in resource development programs and proposes solutions, assisting with the implementation, as needed.

6. Provides training and support to all regional staff and managers.

- Performing as the regional subject matter expert for Licensing Information System. Any updates or corrections to the system will be sent to the Licensing Information System administrator, and when completed, the information will be shared with regional staff with additional training, if required.
- Troubleshooting issues with the Online Fishing System, working with Field Support Unit to arrive at a solution beneficial to all stakeholders involved.
- Advising Department representatives on website corrections when updates have occurred.
- Currently being an active member of the Licensing Information System Working Group, Forestry Management Application Working Group and Fur Harvest Management System Working Group.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.



Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven knowledge of Wildlife and Environment programs and related information systems.
- Ability to interpret and provide an accurate analysis of the applicable Acts and Regulations.
- Ability to communicate effectively and tactfully through verbal or written communication with the public, industry, stakeholders and other agencies on a wide range of technical matters using non-technical language.
- Ability to train individuals or groups and to provide clear, concise information and instruction.
- Proven interpersonal skills to deal with staff, external stakeholders and potentially uncooperative members of the public in a professional manner.
- Ability to manage work deadlines effectively, and to multitask.
- Ability to write clear and concise documentation that identifies the issues and gives a clear understanding of the topic.
- Knowledge of the justice system, including rules of evidence, court procedures and
- Enforcement authority as it relates to the Wildlife Act enforcement and convictions.
- Proven knowledge on the issuance of licenses and permits relating to the Wildlife Act and Regulations.
- Human resource management and supervisory skills are required to oversee casual staff.
- Detailed knowledge of wildlife in the region including seasonal movements, habitats, reproduction cycles and community use of key species.
- Basic accounting skills.
- 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 relevant certificate and one year of experience in the assessment and delivery of wildlife programs and services.

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