



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Environment and Climate Change	Manager, Environmental Impact Assessment	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
23-10985	Yellowknife	Regulatory and Permitting /HQ

## **PURPOSE OF THE POSITION**

The Department of Environment and Climate Change (ECC) has numerous responsibilities with regards to territorial and federal legislation as well as modern land claims which include specific provisions related to resource management and development in the Northwest Territories (NWT).

The Manager, Environmental Impact Assessment leads a team of regulatory and assessment staff who, assisted by other technical and professional staff or external consultants, provide the consistent and timely analysis of regulatory screenings, applications, and assessments as well as the implementation and administration of Environmental Agreements for diamond mines in the NWT. The Manager provides leadership, environmental assessment strategy and procedural advice, and project management support to ECC staff in the preparation of reviews and intervention submissions. This position has become a valued position for senior management within the Department and at the interdepartmental level.

The Manager also oversees the Interim Resource Management Assistance (IRMA) program which provides assistance to strength the ability of Indigenous communities and Indigenous organizations in unsettled claim areas of the NWT to participate in land and resource management activities that have the potential to affecting surrounding land use.

## **SCOPE**

The position is located in Yellowknife and reports to the Director, Regulatory and Permitting. The Manager provides expert advice, implementation, functional coordination, and direction on all aspects of the unit's work including regulatory and impact assessment processes, environmental agreements, and the IRMA program.



The incumbent manages the financial and human resources of the Section comprised of five permanent positions. The Manager also supports ECC's regional environmental assessment coordinators.

The Manager is responsible for ensuring that applications to develop resources or to carry out other land or water uses are subject to review and analysis by appropriate Departmental or GNWT technical and professional staff. This includes ensuring that the recommendations that result from such reviews are submitted for consideration by the relevant regulatory authorities established under legislation. Recommendations in interventions are subject to public scrutiny and comments from other parties and can be interpreted to be political.

The incumbent supports the efforts of the Department in ensuring that decision-makers have the information required to make sound decisions and to brief Senior Management, the Minister, and Executive Council on environmental assessment issues.

The Manager is also responsible for ensuring that the Minister fulfills contractual obligations under environmental agreements. These agreements include requirements for monitoring and reporting, independent oversight, and financial security. The Section administers all aspects of the agreements, including their administration, negotiation or amendment, and dispute resolution.

The Section also administers a funding program (IRMA) which provides funding for Indigenous governments and Indigenous organizations in unsettled land claim areas to participate in land and resource management reviews and activities in their region. This is a high-profile funding program relied on by numerous groups and communities to strengthen their ability to participate in activities. The Manager is responsible for overseeing the administration of this program and for ensuring funds are allocated in a timely and appropriate manner.

The incumbent works closely with territorial and federal colleagues, both internal and external to the Department, technical advisors to boards or panels, resource management or planning boards established under land and or self-government agreements, advisory boards established under environmental agreements, boards and/or panels under other jurisdictions, and interested public including communities, industry and interested third parties. The Manager is responsible for the expert advice provided to other departments and ECC staff as it relates to environmental assessment processes, environmental agreements, and conformance with legislative and policy mandates.

## **RESPONSIBILITIES**

- 1. Supports the development of ECC submissions and interventions to regulatory application reviews and environmental assessments.**



- Ensures the timely technical reviews of development applications that are consistent with territorial or federal legislation, GNWT or departmental mandates, policies, processes, best practices, and standardized conditions.
- Directs the development of intervention submissions to environmental assessment boards and/or panels or agencies that are consistent with territorial or federal legislation, GNWT or departmental mandates, policies, processes, best practices.
- Provides project assessment advice to departmental staff representing departmental interests in public hearings or other processes.
- Directs the Section's work on Aboriginal consultation and accommodation, including tracking Aboriginal concerns, developing accommodation measures; drafting documentation required for decision-makers, and collaborative evaluation of the adequacy of the Department's consultation.
- Directs or leads discussion with other departments, especially the Department of Lands, to reach consensus on GNWT submissions to regulatory and review boards, and GNWT decisions on environmental assessments.
- Participates in Crown consultation meetings with Aboriginal governments and organizations.
- Ensures appropriate policy and legal review of submissions and other documentation.
- Advises or coordinates training to ECC headquarters and/or regional staff who are making submissions, providing evidence, or representing ECC and departmental interests in interventions or submissions before environmental assessment and regulatory boards in public hearings or other processes where cross-examination may occur.
- Ensures the assignment and tracking of ECC liabilities (i.e., measures and commitments) resulting from environmental assessments and other regulatory instruments.
- Ensures appropriate senior-level briefings on project status and issues.
- Directs the preparation of decision papers and support materials for departmental decision-makers (e.g., ministerial briefing notes, correspondence, etc.).

**2. Directs the administration of the Environmental Agreements to ensure obligations are met by all signatories and the GNWT has met its legal requirements**

- Directs any required negotiations for new environmental agreements or amendments to existing environmental agreements.



- Manages and oversees all GNWT responsibilities with respect to the advisory boards established through the agreements, including board appointments, dispute resolution, and participation at relevant meetings and committees.
- Manages and oversees any reviews and recommendations around financial security required under the environmental agreements.
- Manages and oversees all other GNWT responsibilities with respect to the environmental agreements, including liaison with other agreement parties, participation in inter-agency committees, review of monitoring reports.
- Ensures the timely technical reviews of reports and planning projects required by environmental agreements.

**3. Manages and oversees the IRMA Program, ensuring funds are allocated in a timely and effective manner and that the 'Program remains an important capacity building tool for Aboriginal communities**

- Ensures that IRMA program processes, tracking, and templates are appropriately followed and administered and that applicants receive the necessary information
- Makes determinations or recommendations on funding allocations.
- Ensures appropriate senior level, policy and/or legal review of documents, templates, or decision recommendations.
- Leads or directs meetings with internal or external clients and stakeholders; delivers presentations to program recipients to assist with delivery of the program.

**4. Organizes and directs the human and financial resources of the Section to contribute to the achievement of Departmental and GNWT goals and objectives.**

- Develops objectives and performance indicators for the Unit including individual staff goals, ensuring they are complimentary to the Division's goals and objectives.
- Directs and controls the Section's budget, projects future budget requirements, and exercises spending authority up to \$50,000.00.
- Schedules and assigns work, monitors work in progress and work accomplishments.
- Evaluates the results of the Section's objectives, plans, and activities and takes action to address changing circumstances.
- Participates in the recruitment of staff.
- Develops proposal or tender calls, evaluates bids, and monitors work in progress;



- Approves or recommends employee entitlements using applying approved policies and procedures (e.g., PeopleSoft).
- Conducts employee performance evaluations, approves training and development for employees, and exercises the responsibilities of a Manager in the progressive discipline process.

**5. Working with a variety of internal and external professionals and committees, facilitates the development of strategies dealing with environmental assessment and socio-economic policies, procedures and practices in the NWT and Canada, and promotes communication among Departmental staff on best practices.**

- Acts as a key Departmental point of contact for the exchange of information from and to committees and other interested parties, as well as the dissemination of information within the Department and, as appropriate, other staff in the GNWT.
- Works closely with the other Departments (especially the Department of Lands) on developing and improving internal templates and processes for environmental assessment and regulatory work.
- Communicates new environmental and regulatory initiatives to Departmental staff.
- Advises regional environmental assessment staff, GNWT Departments or ECC Divisions respecting available instruments and techniques for new regulatory initiatives.
- Provides supplementary information to technical reviewers and senior management regarding development projects and the regulatory/project assessment process.
- Participates in the development and/or review of environmental assessment legislation, policies, practices, and procedures to ensure consistency with other applicable environmental assessment processes.
- Represents the GNWT on the National Environmental Assessment Administrators Committee and participates on committees or working groups at the territorial, national and international level as required.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual physical demands

### **Environmental Conditions**

No unusual environmental conditions.



### **Sensory Demands**

No unusual sensory demands.

### **Mental Demands**

Exposure to agitated clients is stressful. Some situations may involve threats and/or verbal abuse. This exposure may occur during site visits, public hearings and meetings and may be of several hours' duration. The incumbent is subject to noticeable pressures from those holding competing views.

Travel is required for the position, sometimes to remote development sites, twice per year for 1-2 days at a time, or to technical meetings, public hearings, or sessions, 4-6 times per year for 2-5 days at a time. Travel to southern jurisdictions for workshops, seminars and forums can occur 1-2 times per year, for 3-4 days per trip.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Management skills to develop and implement strategic plans and new processes within the department, to supervise staff, lead action teams, and to plan, organize, integrate, and coordinate the development of submissions and interventions;
- Knowledge of environmental assessment and regulatory legislation, regulations, standards, and policies related to resource development in the NWT and elsewhere in Canada.
- Knowledge of typical environmental impacts including socio-economic impacts, and mitigative techniques for variety of developments including mining; oil and gas, transportation, tourism and- forestry projects.
- Knowledge in environmental assessment legislation and processes, as they apply to permitting in the NWT, such as the *Waters Act* and *Regulations*, *Mackenzie Valley Resource Management Act* and *Regulations*, *Inuvialuit Final Agreement*, *Impact Assessment Act*, Land and/or Water Board processes and 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 and adjacent jurisdictions.
- Knowledge of federal land claim legislation that applies in the NWT, along with land claims and self-government agreements and interim measures agreements.
- Knowledge of the mandate, roles, and responsibilities of the Department and the GNWT respecting environmental assessment and legislated regulatory processes.
- Knowledge of the constitutional context of Aboriginal and Treaty rights in Canada and governments' Aboriginal consultation and accommodation obligations.
- Knowledge of the history, culture, political and economic aspirations of Aboriginal people and other Northerners and of land rights and land use.
- Knowledge of key partners and stakeholders including industry, NGOs, Aboriginal governments, municipal governments, and federal departments.



- Verbal communication skills to exchange information, make public presentations, and negotiate the final content of submissions or interventions with others having competing interests.
- Written communication skills to write interventions or submissions for lay and technical audiences or edit the work of others.
- Knowledge of research, consultation, and project management techniques to plan, organize, integrate, and coordinate the development of submissions and interventions.
- Knowledge of computer software including word processing, database, and electronic mail and communications programs.
- 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:**

Completions of a graduate degree in Natural Resources Management, Environmental Studies, Environmental Science, Geography, or similar relevant discipline, along with five (5) years experience in environmental assessment or environmental management, legislative and policy analysis and development, and project 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