



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Assistant Deputy Minister, Wildlife and Forest Management	
Position Number	Community	Division/Region
23-11411	Yellowknife	HQ

## PURPOSE OF THE POSITION

The Assistant Deputy Minister, Wildlife and Forest Management (ADM) oversees at the executive management level the Department of Environment and Climate Change (ECC)'s Wildlife and Forest Management Branch (the Branch), which includes compliance and officer services, forest management, wildfire management, occupational health & safety, and wildlife management.

The ADM is responsible for the stewardship and management of the Northwest Territories' (NWT's) forest and wildlife resources at the territorial and regional level, as well as working with neighboring jurisdiction on shared resources, to ensure that the interests of current and future Northwest Territories (NWT) residents are preserved and protected and that the agenda of the Government of the Northwest Territories (GNWT) is supported.

## SCOPE

The ADM is located in Yellowknife and reports to the Deputy Minister (DM) of Environment and Climate Change (DM). The position provides professional and comprehensive advice and recommendations to the DM and the Minister, as well as being a member or chair of several high-level committees at the federal/provincial/territorial level.

The Department of Environment and Climate Change (ECC) is mandated to promote and support the sustainable use and development of natural resources and to protect, conserve and enhance the NWT environment for the social and economic benefit of all NWT residents. Natural resources include both renewable and non-renewable resources.

To achieve this mandate, ECC promotes sustainable development of renewable resources and the sustainable use and conscientious protection of NWT land, air, water, wildlife, forests and natural resources, as they are integral to the economic, cultural and social fabric of life in the



NWT. ECC is committed to ensuring an inheritance of a healthy environment for future generations and works to balance traditional lifestyles with a modern economy.

The Department promotes management that recognizes the interconnectedness of activities. Collaboration, coordination, cooperation and communication are expected to occur at all levels in the organization. The Department is committed to working in partnership with other GNWT departments to achieve government-wide objectives.

To fulfill its mandate effectively the Department must collaborate with a variety of interested parties, including all levels of Government (Indigenous, federal, provincial/territorial and municipal) in order to establish effective partnerships.

Wildlife management, in the NWT, is done through a well-established co-management system. ECC works closely with other wildlife management authorities and other co-management partners across the NWT and utilizes the best available scientific and Indigenous knowledge. Activities include wildlife research and monitoring, maintaining and enhancing biodiversity, conserving species at risk, implementing the *NWT Wildlife Act* and *Species at Risk (NWT) Act*, , developing and implementing species management plans and recovery strategies, harvest management, and managing and protecting wildlife habitat from natural and human impacts, preventing or managing impacts of invasive species on the health of NWT wildlife, fish, plants and forests, and preventing, managing and responding to wildlife and zoonotic diseases.

The NWT has over 40 million hectares of forested lands which have been and are still used to provide food, shelter, a source of heat and building materials. Forest resources provide benefits for all northerners and their sustainable use is important for maintaining ecological diversity, forest health, and harvesting opportunities to meet the economic and social needs of NWT residents now and into the future. Forest management includes activities related to forest renewal, forest harvest planning, forest health monitoring, forest growth and yield, and all other forestry related matters including climate-related, and human caused changes to forests over time.

Wildfire management supports the monitoring and management of wildfires, and the protection of people, property and values at risk from loss due to fire. This work recognizes the natural role of fire and its importance in the boreal ecosystem, while protecting potential significant damage and loss to value at risk and human life. Planning, assessment and response activities include wildfire research, wildfire monitoring including weather, lightning, radio and camera networks, wildfire response through fire crews and air tankers, support for community wildfire protection planning, and Fire Smarting.

The ADM works with the ADM, Regional Operations in supporting effective regional service delivery for enforcement and training associated with land, water, forests and wildlife management operations.



The ADM must build support to advance the forest, wildlife and wildfire management agenda amongst GNWT departments and agencies, federal, provincial and territorial governments, Indigenous Governments and organizations, Institutions of Public Government (e.g., Renewable Resource Boards), territorial, national and international wildlife management boards (e.g. PCMB, IPCB, BQCMB, BCAC, ACCWM), non-governmental organizations, independent advisory and professional bodies (COSEWIC, Canadian Interagency Forest Fire Centre, Canadian Natural Resource Law Enforcement Chiefs Association), and the private sector.

The ADM oversees the development, implementation, evaluation and continuous improvement of a coherent policy, legislative and regulatory framework that strategically manages the wildlife and forest resources in the NWT. The position directs the development of plans and priorities that will ensure the proper sequencing and steady advancement of the GNWT's agenda.

The ADM has the direct responsibility for the administering and ensuring or supporting compliance with the following NWT and Federal Acts and associated regulations:

- Species at Risk (NWT) Act
- Reindeer Act
- Fisheries Act
- Migratory Birds Convention Act
- Wild Animal and Plant Protection and Regulation of International & Interprovincial Trade Act (WAPPRIITA)
- Forest Management Act
- Forest Protection Act
- Forest Act (once it is in force)
- Area Development Act
- Environmental Protection Act
- Environmental Rights Act
- Protected Areas Act
- Waters Act
- Northwest Territories Lands Act
- Commissioner's Land Act
- Public Land Act (once it is in force)
- Mackenzie Valley Resource Management Act

The ADM is also responsible for the effective integration of land claim management regimes within existing departmental structure and framework at the regional level.

This position is required to ensure long term strategic, legal and operational alignment of the department's mandate and operations by leading the development of legislation, regulations,



policy, processes and standard operating procedures, while being receptive to input from other departments and agencies, regulatory boards, renewable resources boards, other co-management partners and applicable parties.

The position also liaises and collaborates with other departments and government agencies, Indigenous governments and Indigenous organizations, renewable resource boards, regulatory boards, industry, nongovernmental organizations and academics in resource management with the NWT and nationally. In this capacity, the ADM is accountable for developing and maintain relationships, partners and/or agreements with internal and external partners to ensure effective leadership and oversight of ECC initiatives.

The ADM is a member of the Department's senior management team and has primary responsibility for providing authoritative advice and recommendations to the DM and, on the DM's behalf, providing guidance and leadership to other members of the senior management team in dealing with particularly sensitive or cross cutting issues that may affect the achievement of the department's overall initiatives and mandate.

The ADM speaks authoritatively on behalf of the DM and exercises significant latitude in committing the Department and the GNWT to course of action that potentially have legal, environmental, social, reputational and financial risk for the GNWT. Because of the significance of forest and wildlife resources to the traditional activities of the Indigenous peoples of the NWT, the work also has significant influence on ability of Indigenous peoples to carry out their traditional activities.

The ADM is responsible to create a workplace culture that is consist with and emphasizes the identified mandate, vision, guiding principles and values of the GNWT, and is respectful of Indigenous governments and Indigenous organizations and other co-management partners.

The ADM's leadership and management responsibilities demand a progressive and creative leadership approach, including the ability to clearly articulate plans, priorities and projects results for the department and what is expected of managers and staff in achieving those results.

## **DIMENSIONS**

The position is responsible for 3 direct and 119 indirect reports.

### **Reporting Positions (122 Total)**

- Compensation & Benefits \$18.3 M
- Operations & Maintenance \$36.5 M
- Grants & Contributions \$0.86 M
- Capital \$2.0 M



**Statutory Delegations of Authority:**

Responsible for the following delegated authorities:

- Wildlife Act – Superintendent

**Board Appointments:**

Appointed to:

- Canadian Interagency Forest Fire Centre – Board of Directors
- Northwest Wildland Fire Protection Agreement (Northwest Compact)
- Canadian Cooperative Wildlife Health Centre Executive Committee
- Fur Institute of Canada – Board of Directors
- NWT Conference of Management Authorities (Species at Risk)
- International Porcupine Caribou Board
- Conservation, Wildlife and Biodiversity Steering Group (ADM)
- Canadian Council of Forest Minister Wildfire Management Working Group
- Canadian Council of Forest Ministers Intergovernmental Council (I-NET)
- Canadian Council of Forest Ministers Implementation Committee
- Canadian Council of Fisheries and Aquaculture Ministers (Invasive Species)
- Natural Resources Conservation Trust Act Board

Responsible For Board Appointments to:

- Renewable Resource Boards and organizations associated with Indigenous comprehensive land and resource agreements.
- Beverly and Qamanirjuaq Caribou Management Board
- Porcupine Caribou Management Board
- Bathurst Caribou Advisory Committee
- National Bison Technical Committee
- Committee on the Status of Endangered Species in Canada (COSEWIC)
- NWT Species at Risk Committee (SARC)
- NWT Council of Invasive Species, Pests and Pathogens
- Canadian Natural Resource Law Enforcement Chiefs Association
- Canadian Wildlife Directors Committee
- Canadian Council of Chief Veterinary Officers

**RESPONSIBILITIES**

1. Upholds and consistently practices personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practices and ensures that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.



2. Represents the GNWT and the Department at the most senior levels across the GNWT, federal and provincial governments, Indigenous governments and Indigenous organizations, Renewable Resources Boards, regulatory boards, community representatives, industry and non-governmental organizations, and speaks authoritatively on behalf of the DM in committing the Department to particular courses of action affecting public funds.
3. Provides strategic advice to the Minister and the DM and briefs the Minister, Cabinet committees, and Executive on issues related to areas of the ADM's responsibilities. and recommends approaches to the management of politically sensitive issues.
4. Directs the development, implementation, evaluation and continuous improvement of a transformative policy, legislative and regulatory approach for wildlife, wildfire and forest management, conservation and sustainable use to ensure responsive management of resources and maintenance of environmental quality which are consistent with government objectives.
5. Works closely with the Assistant Deputy Minister (Regional Operations) to ensure that regional implementation of land, water, wildlife, wildfire and forestry programs, legislation and compliance activities are delivered effectively and consistently with GNWT and ECC priorities and objectives.
6. Supports the development of business plans, main estimates, transition planning and program and service delivery development.
7. Represents the GNWT and NWT interests on a range of regional, territorial, national and international boards, committees and agencies to ensure the needs and interests of wildlife, wildfire and forestry co-management in the NWT are considered in decision making.
8. Collaborates with executive colleagues across GNWT departments to influence and secure alignment on key ECC initiatives with their reaching implications to the NWT, including biodiversity conservation, preventing and mitigating the impacts of invasive species, diseases and pests on wildlife, wildlife habitat, forests and people, species at risk conservation, range planning, forest resource development projects, wildfire prevention and response. This collaboration includes respecting opposing positions and attempting to find balanced solution to challenges that support both ecosystem health and sustainable development.
9. Directs and guides external engagement and Section 35 consultation on proposed programs and management actions related to areas of the ADM's responsibilities and directs the





analyses and reconciliation of the views and concerns of those consulted with GNWT policy on wildlife and forest management.

10. Collaborates and maintains strong partnerships and intergovernmental relationships with Indigenous Federal, Provincial, Territorial, and Municipal Governments, co-management boards, and community leadership on matters of common interest with respect to environmental stewardship, and the co-management of forests, wildfires, and wildlife.
11. Directs the development, delivery, evaluation and continuous improvement of programs and services to ensure responsive management of resources in the face of existing and emerging threats, including climate change, and maintenance of environmental quality which are consistent with government objectives.
12. Provides oversight and support to compliance, inspection, enforcement, and occupational safety and health programs, associated with departmentally administered legislation.
13. Leads the development of input related to forest, wildfire and wildlife management, conservation and sustainable use for the GNWT's intervention in environmental impact assessment and regulatory proceedings. Also leads the review, recommendation on approval and monitoring compliance for Ministerial required Wildlife Management and Monitoring Plans for developers. Collaborates with other ADM colleagues and other affected GNWT departments on implementation of measures with respect to forestry, wildfire and wildlife management.
14. Leads the implementation of the Department's compliance monitoring framework consistent with negotiated agreements, legislation, regulations and policy, and land, resources and self-government agreements in collaboration with ADM colleagues, and coordinates the collaborative efforts of affected GNWT Departments with respect to wildlife, wildfire and forest management.
15. Ensures research and monitoring requirements related to wildlife, wildlife habitat, wildfire and forestry are performed in a highly specialized, transparent and professional manner to ensure compliance with relevant legislative requirements and other agreements and are consistent with national and international standards to support informed and effective decision making. Where possible, conduct research and monitoring collaboratively with communities, Indigenous governments, Indigenous organizations, renewable resources boards and other co-management partners.
16. Provides executive leadership in developing, implementing and evaluating formal management plans and recovery strategies for wildlife including species at risk, wildlife habitat, invasive species and wildlife diseases, and forestry related initiatives in



collaboration with Indigenous governments, Indigenous organizations, renewable resources boards and other co-management partners.

17. Directs the development and implementations of programs and service to assess the risk, prevent this introduction, or mitigate the impacts of invasive species, pests, pathogens and diseases from outside the NWT in order to minimize their impact on the health of wildlife, fish, plants, wildlife habitat and the public, and associated impacts on the sustainable use of these resources for traditional, personal, traditional and economic activities.
18. Ensures decision making is informed by the best available information including scientific, local, traditional and Indigenous knowledge, and is done in a collaborative manner through existing and new co-management forums and processes.
19. Ensures compliance with regulatory requirements and national and international agreement, standards and commitments related to wildlife, wildfire and forestry that are within the GNWT's authority, obligations and responsibility.
20. Provides overall direction and leadership to the Divisions of Wildlife Management and Forest Management.
21. Contributes to the overall management of the Department's human and financial resources in an effective manner consistent with the operational policies and procedures and the stated values and principles of the Departments.
22. Plans and manages the branches resources in keeping with corporate policy, participates as a member of the Departments and the GNWT's Management Committees and acts for the DM as needed.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

The incumbent is required to attentively listen, observe and interpret verbal and non-- verbal communication while attending a wide variety of meetings as ECC's or the GNWT's representative; this is particularly important during complex, sometimes difficult or





adversarial meetings and negotiation sessions where demonstrated observation skills are imperative.

### **Mental Demands**

The position encounters changing, competing priorities, conflicting demands and tight deadlines. The incumbent works with senior management and other senior staff from multiple departments, who may have divergent perspectives and demands.

The position regularly responds to urgent and emergency situations including wildfires near communities and other values at risk, wildlife disease cases and outbreaks that pose a risk to wildlife, domestic animal and human health, advice and support for active enforcement activities and wildlife-human conflicts such as bear mauling's.

The incumbent is required to travel related to a number of responsibilities. Travel will be approximately 6 to 8 days per month: approximately 3 to 4 days at a time to southern locations, and 3 to 4 days at a time within the NWT.

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

- Knowledge of Departmental Acts and Regulations, agreements, frameworks, strategies and policies as they relate to wildlife and forest management.
- Knowledge of Federal Acts and regulations, agreements, frameworks, strategies and policies as they relate to wildlife and forest management.
- Knowledge of land claims and treaty land entitlements and negotiations for the settlements of land claims and treaty land entitlements throughout the NWT.
- Knowledge of the operating environment of wildlife and forest management in the NWT.
- Knowledge of principles and practices related to public sector management, scientific research and analysis, strategic analysis, policy development, evaluation and negotiation in an environment of substantially diverse activities.
- Knowledge of key partners and stakeholders including industry, NGOs, Aboriginal governments, municipal governments, and federal departments, their interests and key contacts among them.
- Knowledge about diverse practices, processes and issues relating to the Department's mandates, roles and objectives and those of co-development partners and agencies.
- Knowledge of the history, culture, political and economic aspirations of Indigenous people and other Northerners.
- Written and verbal communication skills, including maintain professional communication in difficult circumstances.
- Ability to work to deadline and respond effectively to frequently changing deadlines.
- Ability to manage a diverse team of individuals.
- Ability to work in a highly politicized environment with competing interests.



- Ability to work effectively within a larger Senior Management team.
- Ability to influence and persuade internal and external stakeholders.
- Ability to represent the interests of the Department before Cabinet, Cabinet Committees, Standing Committees, OM Committees and other jurisdictions.
- Ability to analyze and evaluate complex issues and develop suitable approaches and options for an effective delivery of the department's programs.
- Ability to guide subordinate managers and Senior managers in translating and applying policy to operations.
- Ability to manage time, priorities, and stress.
- 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.
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**Typically, the above qualifications would be attained by:**

The completion of a graduate degree in a discipline or subdiscipline of biophysical or natural sciences, natural resource management or veterinary medicine with a minimum of fifteen (15) years of directly related experience including five (5) years of executive level experience (director level or above), including experience in leading in complex, multi-stakeholder emergency management, planning or coordination including managing people and resources.

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