



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Waste Reduction and Management	
Position Number	Community	Division/Region
23-11425	Yellowknife	Environmental Protection & Waste Management

PURPOSE OF THE POSITION

The Manager, Waste Reduction and Management (Manager) is responsible for leading the development, implementation, and evaluation of strategies, policies, programs and initiatives in solid waste management, waste prevention, reduction, reuse, and recycling for the Northwest Territories (NWT). The incumbent is also responsible for ensuring that existing programs and initiatives operate in a manner that are consistent with *the Environmental Protection Act* (EPA) *the Waste Reduction and Recovery Act* (WRRRA) and with regulations under this WRRRA, and that these programs and initiatives meet the goals and objectives of the Department of Environment and Climate Change.

SCOPE

Located in the Department of Environment and Climate Change (ECC) headquarters in Yellowknife, and reporting to the Director, Environmental Protection and Waste Management Division (Director), the Manager, Waste Reduction and Management is responsible for leading the development, implementation, evaluation and administration of strategies, policies, programs, and initiatives for solid waste management, waste prevention, reduction, reuse and recycling in the NWT. Working closely with Section staff, the incumbent ensures that waste prevention, reduction, reuse, and recycling programs and initiatives operate in a manner that are effective, efficient, transparent, accountable, and self-sustaining for residents of the Northwest Territories (NWT) and ensures that programs and initiatives are in accordance with the *Waste Reduction and Recovery Act* (WRRRA) and regulations under the WRRRA.

The Manager is often required to work concurrently on several programs and initiatives of varying sizes and complexity with competing deadlines. The incumbent deals with a wide variety of activities that can involve several competing interests and tend to be politically sensitive as they may have significant and direct economic impacts to NWT residents, industry,



and municipalities. The ability to manage and resolve conflict and establish effective partnerships will eliminate political feedback and maintain positive relations with these stakeholders.

The Manager provides advice and assistance to ECC senior managers and the Minister on environmental management issues as they pertain to solid waste management and waste prevention, reduction, reuse, and recycling. The incumbent is the Department's technical expert on solid waste management, waste prevention, reduction, reuse, and recycling and will be expected to represent ECC or GNWT in industry, public or intergovernmental forums. He/she must demonstrate extensive knowledge of waste management theories and practices and exercise tact and diplomacy during public meetings and forums.

The Manager is responsible managing the financial functions of the Waste Reduction and Management Section and overseeing directly the three full-time equivalent unit staff, indirectly two staff and an intern, and other term or casual positions. The incumbent is responsible for administering the Environment Fund, which is a special purpose fund established under the WRRRA with current annual revenue of \$5.7 million and expenditures of \$5.3 million. The Manager has spending authority of up to \$100,000. With the development and implementation of new programs and initiatives, the incumbent is expected to evaluate, justify, and recommend additional human resources and budgets in order to meet the needs of the Section.

The Manager is appointed as an officer under the WRRRA and as an inspector under the EPA. The incumbent is also delegated the authorities of the Chief Environmental Protection Officer in the administration of regulated programs under the WRRRA.

RESPONSIBILITIES

1. Plans, develops, and evaluates strategies, policies, and approaches for solid waste management, waste prevention, reduction, reuse, and recycling in order to meet the Department's overall objectives for protection and enhancement of the NWT environment.

- Develops strategies, policies and approaches to solid waste management, waste prevention, reduction, reuse, and recycling.
- Evaluates current legislative and regulatory approaches in the NWT for solid waste management, waste prevention, reduction, reuse, and recycling and makes recommendations to senior management.
- Assesses strategies, policies, and approaches including legislative and regulatory frameworks for solid waste management, waste prevention, reduction, reuse, and recycling in other jurisdictions to determine their applicability in the NWT.
- Prepares executive documents (e.g., legislative proposals, decision papers, Financial Management Board submissions, and briefing notes) that form the basis for setting



policy in support of solid waste management, waste prevention, reduction, reuse, and recycling.

- Works with the Policy and Strategic Planning Division and the Department of Justice in the development of progressive legislation to support the implementation of strategies, policies, and approaches.
- Provides advice and assistance to ECC senior managers and the Minister on environmental management issues as they pertain to solid waste management and waste prevention, reduction, reuse, and recycling.
- Conducts stakeholder (e.g., other territorial departments, municipal governments, industry, interest groups, and the public) consultation on the impact of proposed strategies, policies, and approaches.
- Provides technical input on municipal and industrial solid waste management by evaluating license and permit applications to ensure consistency with current best management practices, policies, strategies, legislation, standards, guidelines, directives, and codes of practices as it relates to solid waste management.
- Liaises and co-ordinates with the Department of Municipal and Community Affairs to ensure GNWT initiatives and community solid waste and stewardship programs are consistent with GNWT legislation, policies, and programs.
- Represents the GNWT in intergovernmental, industry and public forums and committees.

2. Provides direction and leadership to the Waste Reduction and Management Section in the development, implementation, and evaluation of waste prevention, reduction, reuse and recycling programs and initiatives in accordance with the Waste Reduction and Recovery Act.

- Analyses best practices and regulatory options in waste prevention, reduction, reuse, and recycling that exist in other jurisdictions (both nationally and internationally) to determine applicability in the NWT.
- Evaluates and recommends new programs and initiatives to senior management.
- Directs and coordinates the implementation of new programs and initiatives.
- Evaluates regulatory versus voluntary approaches to stewardship programs and initiatives.
- Prepares and reviews executive documents (e.g., legislative proposals, decision papers, Financial Management Board submissions, and briefing notes) to be submitted to senior management on new programs and initiatives.
- Works with the Policy and Strategic Planning Division and the Department of Justice in the development of progressive legislation and regulations in support of new programs and initiatives.
- Conducts stakeholder (e.g., other territorial departments, municipal governments, industry, interest groups, and the public) consultation on the impact of proposed programs and initiatives.



- Leads the development of standards, policies, public education and awareness materials, training materials and reporting forms in support of new programs and initiatives.
- Provides expert advice and develops tools and incentives to assist municipal governments, industry, businesses and the public with solid waste management programs and projects that lead to the prevention of waste and waste reduction, reuse, and recycling of wastes.
- Leads and facilitates meetings of the Waste Reduction and Recovery Advisory Committee.

3. Manages current programs and initiatives under the Waste Reduction and Recovery Act (WRRRA) to ensure compliance with the regulations under the WRRRA, and that programs and initiatives are effective, efficient, transparent, accountable, and self-sustaining.

- Works closely with the Recycling Program Coordinator and the Waste Reduction Specialist to monitor the progress of existing programs and initiatives.
- Acts on behalf of the Chief Environmental Protection Officer in the administration of existing programs for specific delegated authorities under the regulations. This includes but is not limited to registering and licensing distributors, retailers, and operators, imposing terms and conditions of registration and licenses, and authorizing payments out of the Environment Fund to operators.
- Develops and maintains tools to monitor existing programs and initiatives and ensures that levels of accountability are in place.
- Tracks and measures performance of existing programs and initiatives.
- Prepares annual reports of the Environment Fund and programs and initiatives under the WRRRA to be tabled in the Legislative Assembly.
- Assesses and evaluates programs and initiatives regularly to ensure continuous improvement.

4. Administers the Environment Fund and Section operational budget in accordance with regulations under the Waste Reduction and Recovery Act and Departmental policies and procedures.

- Maintains monthly expenditures and budget variance reports.
- Prepares and recommends operational budgets for the implementation of new programs and initiatives.
- Monitors and approves income and expenditures under the Environment Fund (a special purpose fund established under the Waste Reduction and Recovery Act with current annual revenue of \$5.7 million dollars and expenditures of \$5.3 million dollars).
- Acts on behalf of the Chief Environmental Protection Officer to authorize payments out of the Environment Fund to maintain and operate current programs and initiatives,



including authorizing up to \$100,000 to pay beverage container processing centre operators.

- Approves funding for waste prevention, reduction, reuse, recycling, and recovery initiatives.
- Assists Finance and Administration Division in the review and in the preparation of responses to audited financial statements of the Environment Fund.

5. Manages the Waste Reduction and Management Section.

- Develops and implements short and long-term work plans, goals, and objectives for the Section.
- Continuously monitors and ensures that work plans, goals and objectives for the Section are met.
- Provides direction, supervision, guidance, and support to the Section staff.
- Ensures that Section staff have the training and professional development needed to complete their jobs and to keep apprised of new technologies and approaches to solid waste management, waste prevention, reduction, reuse, and recycling.
- Prepares and amends job descriptions and interviews and select candidates for employment in relation to program development and implementation, including permanent, term or casual employees.
- Approves or recommends employee entitlements using approved policies and procedures (e.g., PeopleSoft).
- Conducts employee performance evaluation and exercises the responsibilities of a Manager in the progressive discipline process.
- Manages consultants hired to conduct studies, analyses, and assessment by developing request for proposals (RFP), assessing proposals, and monitoring ongoing performance against established contracts.
- Recommends human resources requirements as program and initiatives under the Section expand.

6. Maintains qualifications in professional, technical, and administrative areas by attending and/or completing seminars, meetings, formal courses, and other training as assigned.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

Required to conduct periodic inspections and investigations of landfills sites which may expose



the employee to unknown hazardous substances and physical hazards. This will occur approximately two days out of the month.

Sensory Demands

No unusual sensory demands.

Mental Demands

Public presentations and consultations can be stressful when discussing territorial strategies, policies or programs with industry, interest groups or the public, particularly technical or politically sensitive matters. This will occur four to six times per year for approximately two to four hours.

During program implementation period (i.e., three months prior to implementation and three months after implementation), communications with stakeholders (i.e., distributors, retailers, etc.) to ensure compliance with new regulations can be very stressful, particularly when they do not agree with the program. The employee may experience very difficult, upset, and/or hostile individuals. This will occur on a weekly basis for approximately two to four hours.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and technical experience with respect to a broad range of solid waste management theories and practices.
- Knowledge and experience with respect to the development, implementation, and administration of waste prevention, reduction, reuse and recycling programs and initiatives, especially those in a northern environment, including those in small and remote communities.
- Knowledge and understanding of the *Environmental Protection Act*, the *Waste Reduction and Recovery Act*, and regulations under the *Waste Reduction and Recovery Act*.
- Knowledge and thorough understanding of extended producer responsibility (EPR) policies and principles.
- Knowledge of current and emerging EPR and stewardship programs in Canada, the United States and abroad.
- Knowledge and understanding of legislative processes including the preparation of legislation, regulations, and decision papers.
- Knowledge with respect to enforcement practices to ensure compliance with GNWT environmental Acts, regulations, standards, and policies.
- Research, analytical skills, and the ability to assess and make sound decisions with respect to environmental protection issues.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize activities, and meet deadlines.



- Communications skills (written and oral) and interpersonal skills to effectively interact with other government agencies, industry, municipalities, Indigenous organizations and the public.
- Leadership and interpersonal skills to effectively manage teams.
- Ability to manage politically sensitive and controversial matters with sensitivity, tact, and diplomacy.
- Ability to resolve conflicts and differences of opinion.
- Demonstrate proficiency in use of word processing and spreadsheet software (e.g., Microsoft Word and Excel).
- 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 completion of a bachelor's degree in environmental sciences, environmental engineering, or equivalent degree, with at least five (5) years of related experience, two years of which in a supervisory role.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A valid NWT Class 5 driver's license

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