



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Waste Reduction Advisor	
Position Number	Community	Division/Region
23-13189	Yellowknife	Environmental Protection and Waste Management

## PURPOSE OF THE POSITION

The Waste Reduction Advisor (Advisor) is responsible for developing, implementing and evaluating source reduction and waste diversion strategies, legislation, regulations, policies, programs, and initiatives for the Northwest Territories (NWT) and for developing, implementing and coordinating policies to facilitate the greening of government operations for the Government of the Northwest Territories (GNWT).

## SCOPE

Located in Yellowknife and reporting to the Manager, Waste Reduction and Management (Manager), the Waste Reduction Advisor is the senior expert in source reduction (i.e., waste prevention and reduction) and waste diversion (i.e., reuse and recycling). The Advisor is responsible for developing effective programs and policies to decrease the Northwest Territories (NWT)'s waste disposal rate and increase the rate of recycling. The incumbent is also responsible for the development of strategic direction and policies to facilitate the greening of government operations for the Government of Northwest Territories (GNWT) by chairing and working collaboratively with other departments through an interdepartmental greening government group with representatives from GNWT departments and agencies. Promotion of the GNWT's programs and initiatives and developing public education and training materials that pertain to source reduction and waste diversion are other responsibilities of this position.

The Advisor works with a team of other staff in the Waste Reduction and Management Section (Section) as well as other technical experts in the Environmental Protection and Waste Management Division (Division) to advance source reduction and waste diversion in the NWT. The Advisor has two (2) direct reports – the Water Reduction Analyst and the Waste Reduction Intern and also supervises casual and term staff.



The Waste Reduction Advisor provides advice and assistance to senior managers, ECC staff, and other GNWT departments on environmental management issues as they pertain to source reduction and waste diversion. The Advisor is expected to represent ECC or GNWT in industry, public or intergovernmental forums.

The Advisor deals with a wide variety of activities that tend to be politically sensitive and highly complex as they may have significant economic impacts on NWT residents, industry, municipalities and other GNWT departments. Programs developed by this position impact a wide variety of industry sectors and materials and as such generally require unique programs to be developed for each sector or material. Creativity and innovation are required to develop programs and policies where no precedent exists nationally or internationally, or a unique approach must be taken to meet the emerging needs of our political, social and economic environment.

## **RESPONSIBILITIES**

### **1. Develops, implements, and evaluates source reduction and waste diversion legislation, regulations, programs and policies for the NWT.**

- Researches and analyzes best practices, trends and regulatory options in waste prevention, reduction, reuse, recycling and recovery that exist in other Canadian jurisdictions, United States and abroad.
- Evaluates approaches to achieving desired environmental outcomes (e.g., regulatory versus voluntary, use of economic incentives).
- Identifies barriers to environmental objectives in existing legislation and regulations.
- Prepares background information, briefing documents, and cabinet submissions for new policies.
- Develops legislative proposals related to legislative needs for new or revised legislation and regulation.
- Develops progressive legislation and/or regulations in support of new programs and initiatives.
- Engages regulatory with the Waste Reduction and Recovery Advisory Committee (WRRAC), which is a multi-stakeholder advisory committee created under the Waste Reduction and Recovery Act that provides advice to ECC on waste reduction and diversion programs and initiatives.
- Conducts engagement and consultation with Indigenous governments and organizations and key stakeholders (communities, NWT Association of Communities, land and water boards and industry) on proposed programs and initiatives.
- Negotiates, prepares and administers contracts for goods and services necessary to implement programs and initiatives.
- Plans and coordinates the implementation of new waste diversion programs and finds



synergy with existing programs to maximize utilization of existing infrastructure, contractors and human and financial resources.

- Ensures consistency in policies and procedures of new programs and existing programs.
- Develops, monitors, and updates performance measures to track program performance and ensures continuous improvement.
- Reports on program performances in business plans, main estimates and annual reports.
- Develops, maintains, and updates standards, policies, public education and awareness materials, training materials and reporting forms in support of new programs and initiatives.
- Evaluates and recommends improvements to current programs and initiatives.

**2. Leads the development and implementation of greening government policies and initiatives across the GNWT.**

- Represents ECC as the lead department in an interdepartmental greening government working group, which has representation from all GNWT departments and agencies.
- Leads teams and manages projects to further the GNWT's understanding of its environmental footprint.
- Provides advice on environmental stewardship initiatives with respect to GNWT operations and encourages 'grass roots' environmental programs in the workplace.
- Researches, analyses, and evaluates best practices, trends and regulatory options in greening government.
- Plans, designs and coordinates the implementation of greening government policies, programs and initiatives throughout the GNWT and within ECC in the areas of waste prevention and reduction, energy conservation, pollution prevention, and water conservation.
- Develops partnerships with key departments to facilitate shared leadership in greening government.
- Prepares background information, briefing documents, and cabinet submissions for new policies, programs and initiatives.
- Conducts staff consultation on proposed GNWT-wide policies.
- Negotiates, prepares and administers contracts for goods and services necessary to implement policies, programs and initiatives.
- Develops and updates performance measures to track program performance and ensure continuous improvement.
- Develops, maintains, and updates policies and staff education and awareness materials, training materials and reporting forms in support of new policies, programs and initiatives.
- Evaluates and recommends improvements to current policies, programs and initiatives.



- Provides expert technical advice to ECC senior managers and other departments on greening government.
  - Represents ECC or GNWT in local, territorial/provincial and national working groups in the area of greening government.
- 3. Promotes waste prevention, reduction, reuse and recycling in the NWT.**
- Develops education and awareness programs to promote GNWT programs and initiatives.
  - Supports the delivery of promotional programs with other divisions, departments, municipal and community governments, interest groups, industry, and the public.
  - Maintains, updates, and develops technical background and information for public viewing.
  - Makes presentations to government, industry and the public to educate and promote waste prevention, reduction, reuse, recycling and recovery during public forums and meetings.
- 4. Represents ECC on regional and national committees and working groups related to waste prevention, reduction, reuse and recycling and greening government.**
- Develops positions on technical issues and ensures GNWT interests are represented at regional, territorial, federal, public and national meetings and forums.
  - Represents the GNWT on various national committees and working groups as assigned to assist in developing national policies and standards (e.g., Canadian Council of Ministers of the Environment working groups and project teams).
  - Lead or co-lead working groups and/or project teams to advance waste prevention, reduction, reuse and recycling policies in Canada and ensures NWT's interests and perspectives are considered.
  - Represents the division and department on various technical advisory committees.
  - Provides secretariat services to the Minister's Waste Reduction and Recovery Advisory Committee including distribution of information, meeting logistics, and preparing Records of Decisions from meetings of the Advisory Committee.
- 5. 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 demands.



### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

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

- Knowledge and experience with respect to the development, implementation and evaluation of waste prevention, reduction, reuse and recycling policies, programs, and initiatives, including those in a northern environment and small remote communities.
- Knowledge and understanding of principles and policies in extended producer responsibility (EPR), product stewardship, greening government, circular economy, and corporate social responsibility (CSR).
- Knowledge of current and emerging programs, trends, and best practices in EPR, stewardship, greening government, circular economy and CSR in Canada, the United States and abroad.
- Knowledge and understanding of principles of integrated solid waste management.
- Knowledge and understanding of the Waste Reduction and Recovery Act and the Environmental Protection Act and regulations under the acts.
- Knowledge of cabinet, legislative and policy processes and protocols and the ability to develop new acts, regulations, strategies, and policies.
- Strong research, analytical skills, and the ability to critically assess and make sound decisions.
- Oral and written skills to effectively convey a message and add clarity and meaning to communications.
- Strong organizational and time management skills, including the ability to plan, coordinate, prioritize activities, and meet deadlines.
- Strong interpersonal skills in order to interact effectively with industry, municipalities, other government agencies, indigenous organizations and the public.
- Ability to effectively lead departmental and interdepartmental teams and working groups.
- Ability to work effectively in a team environment.
- Ability to use 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 bachelor's degree in environmental sciences, environmental studies, environmental engineering or related field, with three (3) years of related experience.

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