



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Compliance and Officer Services	
Position Number	Community	Division/Region
23-13332	Fort Smith	HQ

## PURPOSE OF THE POSITION

The Manager, Compliance and Officer Services (Manager) is responsible to provide training and support services to law enforcement staff and regional operations. These services include compliance coordination and Occupational Health and Safety (OHS) training coordination.

## SCOPE

The Manager is located in Fort Smith and reports to the Assistant Deputy Minister (ADM), Wildlife and Forest Management.

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 in a diverse environment, 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.

Working with the senior management committee and the regional operations unit, the incumbent will ensure that services are provided to managers to support the work in regional



offices and consistent staff development.

Across the NWT, the Department has five regional operations units. Each region deals with issues that are specific to their geographic area and the communities within it. However, they do so within an overarching philosophy and operating parameters. Compliance and Officer Services ensures that Regional Superintendents and their staff receive tools, advice, and assistance in fulfilling the Departments mandate as it relates to regulatory compliance activities and Occupational Health and Safety initiatives.

Overall coordination is required to ensure that services like occupational health and safety programs are available in communities, compliance and enforcement efforts are consistent from community to community, and different stakeholders feel they are receiving equivalent support to others, proactively preventing political concerns. For ECC staff, coordination of training ensures that delivery of programs and services is efficient and consistent with ECC's mandate and philosophy.

A key to the success of the Manager is the establishment and maintenance of constructive relationships across a broad range of individuals and organizations. The Manager regularly engages with at the senior level with Departments in the GNWT, with Indigenous governments, community representatives, other levels of government, industry, CEOs, and Institutions of Public Government.

The work of the Manager is performed under the general direction of the ADM. The Manager has a significant amount of latitude provided that the policies, guidelines & interests of the GNWT and the Department are upheld. Sound judgment, diplomacy and tact are required in interactions with partners and stakeholders. and when speaking on behalf of the GNWT.

## **RESPONSIBILITIES**

- 1. Upholds and consistently practices personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.**
- 2. Supports effective regional service delivery, enforcement, and preservation programs.**
  - Identifies issues of non-compliance with applicable legislation and raises them to the ADM.
  - Researches, analyzes, and develops options for the ADM's consideration in addressing issues.



- Identifies opportunities to promote the Department's objectives more effectively in regions and develops tools for building on those opportunities.
- Prepares briefing notes, decision and discussion papers and other documents.
- Works closely with Regionals Superintendents to identify ways that the unit can assist the Regional Office to increase efficiencies.
- Ensures regular contact and travel by all unit staff to various regional offices to provide direct support, training, and advice.
- Works with other Departments and organizations on issues of concern to the Department.

**3. Provides for the creation and delivery of an effective regulatory enforcement and compliance program within the Department.**

- Provides for the delivery of training plans and other tools to ensure that all officers who have compliance and enforcement responsibilities are trained and capable of carrying out their responsibilities.
- Develops and implements policies related to compliance and enforcement activities.
- Reviews new or existing legislation, policies and regulations and identifies potential compliance issues.
- Works with the appropriate Division to address compliance issues in legislation, regulation, and policies.
- Coordinates the order and distribution of licenses under the Wildlife Act to regional offices.
- Manages the overall implementation of the fishing and hunting licenses program to ensure effective delivery to the public.
- Provides for effective program delivery for the Report A Poacher Program and NWT Fish Information Line.
- Is responsible for ordering and registering the Department's firearms program which includes the effective delivery of firearms training and ensuring firearms policies up to date.
- Supervises the departmental uniform issuance.
- Assists with the Wildlife Officer of the Year program.
- Manages the overall program delivery for human wildlife conflict which includes the Predator Attack Team and ensures policies and programs are consistent across the regions.

**4. Ensures the development and delivery of training and education plans and procedures to ensure that Department employees can carry out their responsibilities to the fullest extent.**

- Ensures the development and implementation of a departmental strategy.
- Monitors the implementation and effectiveness of the Training Strategy and Training Plans for law enforcement staff.



- Ensures the development of training tools which are appropriate for a variety of delivery settings and learning styles.
- Provides for an ongoing database of Departmental staff training and development activities and qualifications.
- Ensures that legislative and regulatory certification and other qualifications are tracked and matched against staff background and providing training options to address gaps.

**5. Coordinates a variety of services and programs that support effective field operation, including OHS and Emergency Response programs.**

- In conjunction with the Emergency Measures Organization, Municipal and Community Affairs, works with Regional Superintendents and directors to ensure that standard operating procedures are in effect for the department.
- Serves on the Territorial Emergency Responses Committee.
- Represents the department on the Northwest Territories Emergency response committee as alternate to the ADM Operations.
- Acts as the ADM Operations' representative on task teams established during states of emergency.
- Plans and manages the development and implementation of Departmental OHS Program, strategies and plans to promote health and safety for departmental employees.
- Coordinates the department's OHS Committee.
- Acts as the OHS Coordinator for the Department.
- Coordinates distribution of the department's field operations manuals.
- Develops and coordinates the department's contact with the Workers' Safety and Compensation Commission respecting occupational health and safety issues for Department staff.

**6. Plans and directs the work of the unit to ensure that approved objectives and budgets are met in an effective manner consistent with the operational policies and procedures of the Department and GNWT.**

- Manages budget and finances of the unit.
- Manages staff and supports their development and learning.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.



### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

The incumbent will travel approximately monthly, for up to five (5) days per occurrence. A variety of modes of travel may be used, depending on the destination and season.

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

- Knowledge of the north and northern government.
- Knowledge of law enforcement initiatives and renewable resource management practices.
- Knowledge of Departmental policies and relevant legislation.
- Knowledge of natural resources.
- Knowledge of standard office computer programs.
- Oral, written and interpersonal skills.
- Problem solving skills.
- Ability to manage and lead cross-functional and/or cross-regional teams.
- Ability to review, analyze and make recommendations on compliance and enforcement activities, legislation, regulation and policy.
- Ability to work in a cross-cultural setting.
- Ability to exercise tact, diplomacy and flexibility.
- 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.
- Knowledge of and the ability to analyze, interpret and critically assess information, including legislation, regulations, policies and procedures applicable to OHS management.
- Skills and ability to monitor the effectiveness of OHS programs and the implementation of wellness activities.

### **Typically, the above qualifications would be attained by:**

Completion of a Diploma in natural resource management supplemented by 5 years of progressively more relevant experience in natural resource law enforcement. A valid firearm possession and acquisition license and class 5 driver's license is required.

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