



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Environment and Climate Change	Manager, Conservation Planning	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
23-13432	Yellowknife	Conservation and Sustainable Livelihoods/HQ

## PURPOSE OF THE POSITION

The Manager, Conservation Planning (Manager) ensures that Department and the Government of the Northwest Territories (GNWT) meet interdepartmental, intergovernmental, and interagency obligations related to land use planning and conservation areas in a timely manner while promoting departmental and GNWT mandates.

## SCOPE

Located in Yellowknife and reporting to the Director, Conservation and Sustainable Livelihoods (Director), the Manager, Conservation Planning directly supervises 8 full time staff as well as associated casual positions. Also, this position oversees the administration of an annual budget of approximately \$1,000,000.00 and manages multiple contracts.

The Conservation and Sustainable Livelihoods Division bears the primary Government of Northwest Territories (GNWT) roles and responsibilities related to conservation planning and has a review and evaluation role of regional land use plans and the GNWT land use framework development and implementation. All Division initiatives have Northwest Territories (NWT) or national implications and therefore require timely and effective analyses to enhance GNWT and partner decision-making and actions.

The Manager, Conservation Planning is involved in regional land use planning initiatives and that GNWT obligations related to conservation planning are fulfilled in a strategic and transparent manner, asserting Ministerial, GNWT or partnership goals and priorities. GNWT interests are shaped by an evolving conservation framework and devolution of authorities. The incumbent's multi-disciplinary expertise in integrated conservation and resource management is brought to bear to discern and promote public values and interests in conservation planning. The incumbent's astuteness to political matters and ability to negotiate enable effective consensus outcomes. The incumbent must manage a myriad of diverse projects and people to



collaborate on simultaneous initiatives that include conservation planning policy framework and conservation areas initiatives. Each of multiple projects is at different stages of development, approval, review or evaluation; this requires considerable project management expertise.

## **RESPONSIBILITIES**

- 1. Provides specialist expertise in a timely and effective manner on initiatives related to conservation, sustainable development (including cumulative effects management), and conservation areas to ECC's senior management, Directorate, or Minister, as well as GNWT's Managing This Land committees and working groups, and other NWT co-management bodies.**
  - Recommends GNWT actions, protocols, or positions to fulfill conservation planning or conservation areas obligations arising from interim measures agreements, comprehensive claims, the NWT Protected Areas Strategy, national or international agreements. Such recommendations promote departmental, interdepartmental, and intergovernmental goals and priorities.
  - Leads departmental and interdepartmental teams who collaborate to fulfill GNWT obligations associated with conservation planning or the Protected Areas Strategy, bringing matters that require GNWT actions or positions to senior committees through strategic communications.
  - Promotes NWT public inserts in partnership initiatives related to conservation planning and conservation areas, such as the NWT Protected Areas Strategy Steering Committee, ensuring that the GNWT advances partnership obligations and strategic interests.
  - Critically analyzes land use planning, conservation planning, including conservation zones and candidate conservation areas, within the NWT in a regional, national, and international context, then ensures information and outcomes are reported effectively to ECC's directorate and Managing This Land committees.
  - Collaborates with ECC GIS analysts and biologists, especially within the NWT Protected Areas Strategy Secretariat, and others to undertake this work.
  - Promotes awareness, identifies issues, educates, and advises on obligations regarding planning and management issues within the NWT, bringing these to bear on strategic initiatives such as the conservation policy frameworks or the NWT Protected Areas Strategy.
  - Researches and pursues relevant active participation in any other conservation planning and conservation areas of interest to the GNWT, reporting on strategic benefits or raising issues to senior management that should be considered by the GNWT.
  - Manages conservation planning financial resources, including GNWT funding for the NWT Protected Areas Strategy, ensuring adequate funding and effective allocation. Funding is in the order of \$1,000,000 per year.



- Oversees contract management within the Division.

## **2. Ensures systematic management of the GNWT portion of the NWT Protected Areas Strategy Secretariat.**

- As GNWT member of the NWT Protected Areas Strategy Steering Committee, ensures the GNWT upholds its obligations to support the NWT Protected Areas Strategy, actively seeking appropriate funding or services-in-kind.
- Educates and leads GNWT departments' engagement with federal government and other agencies to develop and implement NWT conservation planning strategic instruments such as the Protected Areas Strategy Action Plan.
- Manages human resources specific to GNWT Protected Areas Strategy activities effectively, ensuring high morale and productivity. This work is undertaken working closely with the Senior Conservation Areas Advisor and addresses activities such as personnel training, including expanding personnel knowledge regarding departmental positions, goals, and objectives.
- Leads GNWT initiatives critical to the development and promotion of the NWT Protected Areas Strategy by recommending strategic actions to ECC senior management and Directorate and ensuring effective ECC policy or legal instruments, protocols or procedures are in place to promote NWT Protected Areas Strategy and enable GNWT sponsorship of candidate conservation areas.
- Manages GNWT working groups associated with specific conservation areas in collaboration with the Senior Conservation Areas Advisor.
- Critically analyzes GNWT strategic conservation planning interests, recommending Protected Areas Strategy where appropriate to advance these interests. These analyses and follow-up are performed through close work with the Senior Conservation Areas Advisor, ECC senior management and Directorate, as well as Managing This Land committees.
- Educates senior management regarding regional conservation planning, including conservation areas, and prepares Directorate and Ministerial briefings, decision papers, financial management submissions, and Ministerial correspondence related to conservation planning and management.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual physical demands

#### **Environmental Conditions**

No unusual environmental conditions.



## **Sensory Demands**

No unusual sensory demands.

## **Mental Demands**

Travel in small, chartered aircraft is required approximately about three times per year. Out-of-town travel is required approximately every three months, for 3-4 days at a time.

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

- Formal education in multi- and cross-disciplinary aspects of land and resource management, especially with respect to conservation planning.
- Professional qualifications in scientific associations and post-degree training through seminars, and short courses.
- Knowledge of conservation planning and management principles and approaches, including conservation areas and cumulative effects management, as well as issues related to land and resource management in northern Canada.
- Knowledge of NWT legislation, Indigenous governments, institutions, government systems, and communities.
- Skilled in the application of strategic analyses, consensus-building, and policy and planning evaluation enabling continuous improvement.
- Proficient in managing multiple projects with strict deadlines, ensuring effective communications and efficient use of financial, human and information resources.
- Knowledge of effective and innovative conservation planning approaches and methodologies to align with regional objectives while supporting the strategic initiatives of ECC and the GNWT.
- Ability to provide concise expertise and lead effective collaborations amongst GNWT staff, other governments, Indigenous organizations, boards and agencies, environment and industry associations, communities, and other parties with an interest in land use planning and conservation areas. Management of interdivisional or interagency groups often involves diverse and competing interests requiring the incumbent to devise innovative, consensus-building solutions.
- Given the long-term impact of decisions regarding water and land stewardship, attention to detail during meetings, preparation and review of documents is critical.
- Interpersonal skills as well as strong oral and written communication abilities to converse well amongst multiple disciplinary specialists, colleagues, politicians and the public, both one-on-one and in large group settings.
- Ability to take broad direction, setting priorities to maintain strategic initiatives of the Unit.
- Ability to work under pressure and in emotionally charged environments.



- 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 geography, natural resources or environmental management or similar relevant discipline, along with five (5) years' experience in conservation planning, legislative and policy analysis and development, and project management. One (1) year supervisory experience 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