



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Senior Knowledge Advisor	
Position Number	Community	Division/Region
23-13456	Yellowknife	Climate Change, Cumulative Impacts and Knowledge/HQ

PURPOSE OF THE POSITION

The Senior Knowledge Advisor (Senior Advisor) is responsible for providing expertise, leadership and vision across the Government of Northwest Territories (GNWT) as a champion for excellence in scholarship and research. The Senior Advisor is responsible for promoting collaborative research priorities and themes relevant to the GNWT, the North and northerners, engaging Indigenous governments and Indigenous organizations and other research partners in Knowledge Agenda development, assisting departments in the development of new research programs and partnerships, encouraging investment in research and research infrastructure and promoting major research initiatives.

SCOPE

Located in Yellowknife and reporting to the Director, Climate Change, Cumulative Impacts and Knowledge (Director), the Senior Knowledge Advisor is a senior member of the Climate Change, Cumulative Impacts and Knowledge Division. The Senior Advisor is the GNWT's lead on the Knowledge Agenda and promotion of technology and innovation.

Working with territorial and federal government departments, Indigenous governments and Indigenous organizations, communities, academic institutions and industry, the position is responsible for:

- Developing long term strategic research initiatives and opportunities
- Leading the development and implementation of comprehensive Northwest Territories (NWT) and northern knowledge policy
- Advocating and encouraging scientific research of interest/concern to the NWT
- Developing and maintaining effective contacts with research agencies and organizations, governments, industries and businesses
- Developing and implementing strategies to expand research partnerships between



- research agencies and government departments
- Promoting community-driven research strategies and community involvement in research
- Supporting departments to integrate knowledge priorities into strategic and business planning processes
- Developing and implementing strategies and plans to attract researchers and build GNWT knowledge capacity
- Providing advice on knowledge programming and initiatives to Senior Management and Ministers, and
- Representing the ECC and the GNWT at the regional, national and international level.

DIMENSIONS

O&M:

\$150K

Multiparty research projects:

variable but often in excess of \$1 million.

RESPONSIBILITIES

1. Develop long term strategic research initiatives and opportunities by:

- Developing and refining- a long-term vision and mandate and then creating shorter term (e.g., annual) operational goals and objectives to develop research capacity (which includes people, equipment, buildings, centres and projects).
- Researching and investigating research related opportunities with various partners (e.g., governments, Indigenous governments and Indigenous organizations, businesses, etc.) and funders.
- Representing the GNWT on federal or academic committees which are developing programs in support of northern research.
- Working with GNWT Department experts to evaluate and prioritize potential research initiatives and to incorporate these into strategic and business planning processes.
- Providing periodic reports and conducting reviews of long-term plans and adjusting where required.

2. Develop and implement a comprehensive NWT Knowledge Agenda by:

- Securing effective input on knowledge needs and priorities from Indigenous governments and Indigenous organizations, communities and boards.
- Maintaining ongoing engagement with external and internal stakeholders, research partners and funding partners.
- Providing opportunities for science outreach activities and cross fertilization of ideas between science disciplines and between science practitioners and knowledge users.



- Participating in pan-territorial, national and circumpolar science support programs and ensuring that GNWT and NWT knowledge needs are appropriately represented in these programs.

3. Promote and support partnerships for priority research initiatives by:

- Developing and cultivating positive and insightful relationships with various governments (Federal, Territorial, Indigenous governments and Indigenous organizations, and Municipal), research or funding agencies, industries and businesses relevant to the funding and maintenance of various research activities.
- Working with the Aurora Research Institute to maintain positive working relationships with academic funding councils and associations such as:
 - Natural Sciences and Engineering Research Council of Canada (NSERC)
 - Social Sciences and Humanities Research Council (SSHRC)
 - Canadian Institute for Health Research (CIHR)
 - Canadian Association of University Research Administrators (CAURA)
 - Association of Canadian Community Colleges (ACCC)
- Maintaining close contact with various industry and government research agencies and organizations such as:
 - Environmental Studies Research Fund (ESRF)
 - Program for Energy Research and Development (PERO)
 - Industrial Research Assistance Program (IRAP)
 - Canada Foundation for Innovation (CFI) and various Federal science departments, e.g., INAC, EC, DFO, NRCAN, HC etc.
- Sourcing financial resources for research activities with various governments, agencies, industries and businesses through partnerships and grants (both core and project funding opportunities).
- Maintaining a working knowledge of government policy and initiatives related to research.
- Determining where funding opportunities are available and assisting departments with preparing applications.
- Negotiating funding or revenue generating agreements or partnerships which further research initiatives.

4. Develop and implement a strategy and plan to attract researchers and enhance GNWT knowledge capacity by:

- Consulting with the various external stakeholders and internal stakeholders to identify, evaluate and prioritize opportunities to attract researchers who would address the strategic research priorities.
- Developing a strategy for creating and developing a research capacity in GNWT Departments.



- Acting as a catalyst in bringing researchers together to develop synergy between departments, institutions and/or outside organizations.

5. Manage staff and financial resources by:

- Maintaining monthly expenditure and budget variance reports.
- Scheduling and assigning work, monitoring work in progress and work accomplishments.
- Interviewing and selecting candidates for employment in relation to the program such as permanent or term specialists and casuals.
- Approving or recommending employee entitlements using approved policies and procedures (e.g., PeopleSoft).
- Conducting employee performance evaluations, approving training and development for employees, and exercising the responsibilities of a Manager in the progressive discipline process.

6. Develop and implement a communications plan for NWT Knowledge activities and initiatives by:

- Working with the Director and knowledge representatives from departments to identify communications needs and approaches.
- Acting as the primary spokesperson with media relating to GNWT research activities and initiatives.
- Developing and implementing public relations initiatives by meeting with various public and private sector groups and providing presentations to inform and promote NWT research activities and opportunities.
- Compiling reports for distribution to internal and external stakeholders and media.

WORKING CONDITIONS

Physical Demands

Most of the incumbent's time is spent working in an office environment. However, during public consultation and workshops, the incumbent is subject to physical fatigue caused by long or extended hours.

Environmental Conditions

The incumbent mostly works in an office environment.

Sensory Demands

The incumbent is subject to long periods of concentrated focus while working with computer programs. The incumbent is further subject to periods of concentrated focus while participating in public meetings and intergovernmental forums.



Mental Demands

The incumbent is exposed to tight deadlines and a large workload with competing priorities and demands. Contact with federal and Indigenous government representatives and other while at meetings or public hearings can become tense and sometimes requires extensive tact and diplomacy and the ability to think clearly in stressful situations. In extreme circumstances the incumbent must be able to manage and deal with criticism and insults directed at the incumbent personally. These situations are extremely stressful.

Discussion on knowledge activities can be highly technical and require extended periods of intense concentration to follow and participate in the discussions.

The incumbent may also be periodically required to travel to communities and/or field research locations approximately five times a year for 2-3 days at a time, involving possible exposure to hazardous weather conditions, elevated noise levels and travel in light aircraft.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of northern research-related issues and of agencies and associations which support northern research;
- Knowledge of research methodologies and particularly community-based research approaches;
- Knowledge of various computer applications and data management processes (word processing, spread sheets and presentation software);
- Knowledge of needs and issues of NWT Indigenous governments and Indigenous organizations and communities including sensitivity to Northern and cross-cultural issues and concerns;
- Knowledge of financial planning, budgeting and administration systems; and
- Knowledge of policy and strategy development approaches.
- Inter-personal skills and the ability to cultivate positive working relationships;
- Oral, written and communication skills, including the ability to read, understand and effectively communicate, to both professional and lay audiences, complex scientific ideas including methodologies and reports;
- Consensus building skills;
- Marketing skills to promote programs and the GNWT;
- Ability to develop and articulate a vision and inspire others;
- Ability to analyze complex issues;
- Ability to administer budgets, estimate project costs, and make financial projections;
- Ability to work in a high stress environment with tight deadlines;
- Ability to adapt communication styles to various cultural environments;
- Ability to facilitate meetings and workshops;



- Ability to develop and build positive effective external and internal relationships and partnerships;
- Ability to initiate, anticipate, shape and adapt emerging opportunities;
- Ability to advocate and encourage scientific research of interest/concern to the NWT;
- Ability to deal with politically sensitive issues where a high degree of sensitivity, tact and diplomacy are required;
- Ability to interact with industry, government agencies, Indigenous governments and Indigenous organizations and the public;
- Ability to work well with close-knit communities and interact with a variety of cultural groups;
- Ability to effectively communicate scientific knowledge and complex processes to non-professional audiences;
- Ability to resolve conflicts and differences of opinion;
- 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:

Completion of a PhD degree in a discipline relevant to northern culture, health, environment, ecosystems or communities followed by at least five (5) years of experience that includes a strong record of accomplishment in a research/academic setting, preparation of grant and funding proposals, policy development, strategic planning, community engagement and project management.

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