



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Environment and Climate Change	Assistant Deputy Minister, Policy and Strategic Planning	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
23-14140	Yellowknife	HQ

## PURPOSE OF THE POSITION

The Assistant Deputy Minister, Policy, and Strategic Planning (ADM) is responsible for the development of broad policy, communications and legislative initiatives, evaluation and corporate level strategic planning. The ADM of Policy and Strategic Planning also work interdepartmentally and inter-governmentally to coordinate the GNWT's input and decision-making relating to conservation and protected areas as well as overall land use planning to ensure that the interests of current and future Northwest Territories (NWT) residents are protected within the context of the agenda of the Government of the Northwest Territories (GNWT) and established legislation, regulations and policies.

## SCOPE

The ADM is located in Yellowknife and reports to the Deputy Minister of Environment and Climate Change (DM). The position provides professional and comprehensive advice and recommendations to the Deputy Minister, the Minister, the Executive Council and the Premier as well as collaborating with third parties, boards and agencies, Indigenous governments and Indigenous organizations and other levels of government, industry, non-government organizations.

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.

To fulfill its mandate effectively the Department must collaborate with a variety of interested parties, including all levels of Government (Indigenous, federal, provincial/territorial and municipal) in order to establish effective partnerships.

The ADM is responsible to provide overall leadership and strategic advice on Executive Council submissions, policies, strategic and corporate planning, legislation and regulations, intergovernmental and interdepartmental affairs, and communications relevant to the Department. This includes coordinating the Department's response to, and participation in land, resources and self-government negotiations, and bilateral meetings between GNWT and Indigenous governments and Indigenous organizations. The position also coordinates responses to Access to Information and Protection of Privacy requests for the Department.

The ADM is responsible for conservation planning which involves the development of measures to guide long-term management of species and their habitats within the constraints posed by different types of land and resource use. The position advances a comprehensive and collaborative approach for conservation planning and protected area establishment and implementation across the NWT that recognizes the need to balance conservation and economic development, and respects Indigenous rights and existing third-party interests. The position is also responsible for ensuring the environment within established protected areas is monitored and adaptive management measures are implemented as appropriate. The position is also responsible for supporting and liaison with Operational and Management Boards established to provide operational oversight to established Protected Areas.

The ADM is responsible for designing, developing, and implementing activities, programs and research related to traditional and local knowledge, traditional economy, country foods, Indigenous and community-based research and on the land collaborations to advance the sustainable livelihood mandate of the Department.

The ADM is also responsible for coordinating the Department's responses to broad regional land and resources initiatives advanced by the GNWT and leads the GNWT's approach to, and participation in, regional land use planning. The position leads efforts to coordinate with external planning partners, including Indigenous governments and Indigenous organizations, boards, agencies, and non-government organizations, to strengthen capacity for land use planning. The position guides land use and sustainability responsibilities through the development, evaluation and adaptation of programs and services to support the effective and



efficient management and administration of land resources including efforts to develop implementation tools to support effective decision-making under the GNWT Land Use and Sustainability Framework.

The ADM must build support and advance the Department's and the GNWT's land use and sustainability, conservation planning and sustainable livelihoods agendas among GNWT departments and agencies, federal, provincial and territorial governments, Indigenous Governments and organizations, Institutions of Public Government (e.g., Renewable Resources Boards, MVRB, MVWLB) and the private sector.

The ADM is accountable for transformative change (in the context of NWT goals and aspirations, and as part of a broader integrated resource management framework) to the policy and regulatory framework for land use planning and sustainability, conservation planning and sustainable livelihoods. The ADM oversees the development, implementation, evaluation and continuous improvement of a coherent policy, legislative and regulatory framework. The position directs the development of plans and priorities that will ensure the proper sequencing and steady advancement of the GNWT's agenda.

The ADM has the direct responsibility for the administering and ensuring compliance (where applicable) with the following legislation:

- *Area Development Act* and regulations
- *Commissioners Lands Act* and regulations
- *Environmental Rights Act*
- *Environmental Protection Act* and regulations
- *Pesticides Act* and regulations
- *Public Lands Act* (when it comes into force)
- *Forest Act* (when it comes into force)
- *Forest Management Act* and regulations
- *Forest Protection Act*
- *Mackenzie Valley Resource Management Act* (federal)<sup>1</sup>
- *Natural Resources Conservation Trust Act*
- *Northwest Territories Lands Act* and regulations
- *Protected Areas Act* and regulations
- *Reindeer Act* and regulations
- *Species at Risk (NWT) Act*
- *Surface Rights Board Act* and regulations
- *Waste Reduction and Recovery Act* and regulations
- *Waters Act* and regulations
- *Water Resources Agreements Act*

<sup>1</sup> Federal legislation with partial delegations to the GNWT.



- *Wildlife Act and regulations*

This position is required to ensure long term strategic alignment of the department's mandate and operations by leading the development of legislation, regulation and policy, while being receptive to input from applicable parties and sensitive to timing and sequencing.

The ADM is a member of the Department's senior management team and has a direct impact on the development, implementation and success of the Department's policies, plans and strategies. The position's advice influences Departmental decisions and significantly affects interdepartmental and intergovernmental relations. The position has primary responsibility for providing authoritative advice and recommendations to the DM and providing guidance and leadership to other members of the senior management team in dealing with particularly sensitive or cross cutting issues that may affect the achievement of the department's overall initiatives and mandate.

The ADM speaks authoritatively on behalf of the DM and exercises significant latitude in committing the Department and the GNWT to course of action that potentially have legal, environmental, social, reputational and financial risk for the GNWT.

The ADM is responsible to create a workplace culture that is consistent with and emphasizes the identified mandate, vision, guiding principles and values of the GNWT, and is respectful of Indigenous governments and Indigenous organizations and other co-management partners.

The ADM's leadership and management responsibilities demand a progressive and creative leadership approach, including the ability to clearly articulate plans, priorities and projects results for the department and what is expected of managers and staff in achieving those results.

## **DIMENSIONS**

The position is responsible for 3 direct and 41 indirect reports.

### **Reporting Positions (44 Total)**

• Compensation & Benefits	\$7.5 M
• Operations & Maintenance	\$2.4 M
• Grants & Contributions	\$3.1 M

### **Responsible For Board Appointments to:**

- Renewable Resource Boards and organizations associated with Indigenous comprehensive land and resource agreements.
- Mackenzie Valley and Inuvialuit Land and/or Water Boards
- Mackenzie Valley Environmental Impact Review Board



- NWT Surface Rights Board
- Protected Areas Operational Boards
- Protected Areas Management Boards

## **RESPONSIBILITIES**

1. Uphold and consistently practicing 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. Represents the GNWT and the Department at the most senior levels across government, with Indigenous governments and community representatives, other levels of government, industry CEOs and cooperative boards, and speaks authoritatively on behalf of the Deputy Minister in committing the Department to particular courses of action affecting public funds.
3. Provides strategic advice to the Minister and the Deputy Minister and briefs the Minister, Cabinet committees, and Executive on issues related to areas of the ADM's responsibilities, and recommends approaches to the management of politically sensitive issues.
4. Leads the modernization and alignment of the Department's assigned legislation and associated regulations.
5. Supports the DM in providing guidance and leadership to the senior management team on sensitive or cross-cutting issues that may affect the achievement of the Department's overall initiatives and mandate.
6. Provides overall direction and guidance respecting Departmental policy; business, strategic, human resources and operational planning; ATTIP, legislative review and planning, corporate communications and public affairs and program evaluations.
7. Leads the development of business plans, main estimates, transition planning and program and service development and delivery.
8. Represents the GNWT and NWT interests on a range of regional, territorial, national and international boards, committees and agencies.
9. Collaborates with executive colleagues across GNWT departments to ensure environmental considerations and related legislative responsibilities are clearly understood, considered and applied throughout the GNWT on initiatives within the ADM's areas of responsibilities.



10. Directs and guides external engagement and Section 35 consultation on proposed programs and management actions related to areas of the ADM's responsibilities and directs the analyses and reconciliation of the views and concerns of those consulted.
11. Collaborates and maintains strong partnerships and intergovernmental relationships with Indigenous Federal, Provincial, Territorial, and Municipal Governments, co-management boards, and community leadership on matters within the areas of the ADM's responsibilities.
12. Directs the development, delivery, evaluation and continuous improvement of the Department's programs and services to ensure responsive management of resources and maintenance of environmental quality which are consistent with government objectives.
13. Directs the development, implementation, evaluation and continuous improvement of a transformative policy, legislative and regulatory approach on areas within the ADM's responsibilities to ensure responsive management of resources and maintenance of environmental quality which are consistent with government objectives.
14. Provides leadership and direction on the development, continuous improvement and implementation of Department-wide Aboriginal consultation strategies with regard to the duty to consult.
15. Provides strategic direction, leadership and advice on the GNWT's efforts and initiatives in relation to Land Use Planning, Land Use, Sustainability and Conservation.
16. Contributes to the overall management of the Department's human and financial resources in an effective manner consistent with the operational policies and procedures and the stated values and principles of the Departments.
17. Provides overall direction and leadership to the Divisions of Policy, Legislation, Evaluation and Communications; Land Use and Sustainability and Conservation and Sustainable Livelihoods.
18. Plans and manages the branches resources in keeping with corporate policy, participates as a member of the Departments and the GNWT's Management Committees and acts for the DM as needed.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.



## **Environmental Conditions**

No unusual conditions.

## **Sensory Demands**

No unusual demands.

## **Mental Demands**

The position encounters changing, competing priorities, conflicting demands and tight deadlines. The incumbent works with senior management and other senior staff from multiple departments, who may have divergent perspectives and demands.

The position regularly responds to urgent and emergency situations which require emergency communications and provides advice and support to the DM and Minister on messaging to the public.

The incumbent is required to travel approximately 3 to 4 times per year for approximately 2 to 3 days at a time to southern locations, and 3 to 4 days at a time within the NWT.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of all facets of northern land and resource management and administration including land management, policy and strategic development; environmental assessment; land use planning; and risk and securities management.
- Knowledge about diverse practices, processes and issues relating to the Department's mandates, roles, and objective and those of co-delivery partners in GNWT Departments and agencies, particularly as related to mandates and jurisdictions for assessing and mitigating environmental economic and social-cultural impacts of resource development.
- Knowledge of GNWT and federal Acts and associated regulations, agreements, frameworks, strategies, and policies as they relate to land and resource management in the NWT integrated resource management regime.
- Knowledge of forms, validity and sources of evidence across a range of disciplines including scientific and socio-cultural evidence and Indigenous knowledge and appropriate application of the information in relation to major industrial development proposals to ensure the GNWT exercises evidence-based decision making on EAs in order to meet its political, social and economic interests.
- Knowledge of the land claims and negotiations for settlement of land claims throughout the NWT.
- 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 resource development instruments including socio-economic agreements with industry or economic development agreements with the federal government and provincial or other territorial governments, and sustainable development concepts.
- Knowledge about the current political, economic, social and cultural aspects of the Northwest Territories and how government policy is developed.
- Knowledge of key partners and stakeholders including industry, business community, NGOs, Indigenous governments, municipal governments, federal departments and other provincial and territorial governments with transboundary responsibilities that impact the Department of Lands' mandate.
- Knowledge of the history, culture, political and economic aspirations of Indigenous people and other Northerners and of land rights and land use.
- Knowledge of business planning processes, government decision making processes including the Financial Management Board and Cabinet processes.
- Knowledge of principles and practices related to public sector management; government business processes, issues management and accountability frameworks; strategic analysis; policy development; evaluation and negotiation.
- Knowledge of the implications of ministerial and cabinet decision-making and abilities to provide rational objective analysis to support decision-making.
- Written and verbal communications skills, including the ability to maintain professional communication in difficult circumstances and the ability to communicate effectively with a range of individuals and groups.
- Negotiating skills to reach consensus with a wide range of groups that often have directly opposing interests and perspectives on land use and management.
- Strategic thinking skills and judgment as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Ability to represent the interests of the Department before Cabinet, Cabinet Committees, Standing Committees, and other jurisdictions.
- Ability to analyze, interpret and critically assess information, including legislation, policies, Cabinet and FMB direction, financial data, legislative proposals and strategic plans.
- Ability to oversee and evaluate research and reports; analyze, interpret and forecast policy, program and economic trends; anticipate the implications of these changes; and recommend directions the government should take in order to meet objectives.
- Ability to analyze implications of decisions being made by the Minister, Premier and Cabinet and be able to provide rationale and objective analysis on issues related to the mandate of Lands in often tight timeframes.
- Ability to influence and persuade internal and external stakeholders.
- Ability to effectively manage a diverse team of individuals and work effectively with Senior Management teams, both within Lands and other departments, Indigenous governments, NGOs, industry, communities and other key stakeholders.
- Ability to use computers and related software such as databases, spreadsheets, word processors, electronic communications, etc.



- Ability to work to deadlines and respond effectively to frequently changing demands and deadlines.
- Ability to work in a highly politicized environment with competing interests.
- 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:**

The completion of a degree in a discipline or subdiscipline of biophysical, natural or social science, law, natural resource management, or political science with a minimum of ten (10) years of directly related experience including three (3) years of relevant management experience in a complex, multi-stakeholder environment.

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