



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Assistant Deputy Minister, Regulatory, Assessment & Authorizations	
Position Number	Community	Division/Region
23-14141	Yellowknife	HQ

PURPOSE OF THE POSITION

The Assistant Deputy Minister, Regulatory, Assessment & Authorizations (ADM) is responsible and accountable for overseeing at an executive management level the Regulatory and Permitting, Impact Assessment and Security Management and Land Management and Administration Divisions, including the programs and services provided and their associated policy, legislative and communications. This includes providing technical advice, issuing permits and authorizations that fall under territorial legislation, coordinating the Government of the Northwest Territories (GNWT) interventions in regulatory and environmental impact assessment hearings, the issuance of dispositions to third parties and to establish and monitoring financial securities to cover environmental liabilities at the territorial level to ensure that the interests of current and future Northwest Territories (NWT) residents are protected within the context of the agenda of the GNWT.

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 at times the Premier as well as third parties, boards and agencies, Indigenous governments and Indigenous organizations and other levels of government, industry, non-government organizations and academics regarding environmental management within the NWT.

The Department of Environment and Climate Change (ECC) is mandated to promote and support the sustainable use and development of land and 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 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 within 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.

Land access and land tenure is a factor, and sometime cited as a primary challenge, in advancing many GNWT land-based strategic initiatives which can include non-renewable resource development, agriculture, tourism, conservation initiatives and forestry. Land is considered a core public good and critical infrastructure that needs to be effectively and efficiently managed and administered. Key to the success of the position is the ability to work horizontally across departments and developing practical legislative and policy solutions in the context of all departments' strategic initiatives to support operations, while providing strategic advice and direction on overall legislative and policy initiatives for ECC and the GNWT. This position will need to work closely and collaboratively with the ADM, Regional Operations to provide effective and comprehensive management and administration of land and resources.

Major project developments in or affecting the NWT are subject to one of a number of legislated or land claims-based regulatory and Impact Assessment (IA) processes. The outcome of each regulatory or IA is unique based on a combination of: the development proposal itself, the applicable IA regime and the continued evolution of precedents and jurisprudence. As the Department's most senior authority on regulatory and IA issues, the ADM provides leadership to GNWT's procedural involvement in regulatory and IA proceedings, and has a primary role in ensuring GNWT's activities in relation to these processes are robust; participatory, representative of the full range of GNWT interests, incorporate GNWT evidence and expert advice from technical experts across departments, align with GNWT mandates and regulatory authorities; and are completed according to legislative and procedural requirements within legislated timelines. The Department is also accountable for monitoring and reporting on the GNWT's adherence to legally binding and sometimes costly recommendations from approved IAs. Thus the ADM leads the Department's central agency-type function in relation to the operation of the Project Assessment Senior Management Coordinating Committee.

The ADM supports the Minister in all regulatory and IA decision-making processes established under the *Waters Act* and *Mackenzie Valley Resource Management Act*. Regulatory decision



making under the *Waters Act* is limited to the Minister of ECC, whereas IA decision processes can involve multiple GNWT ministers, depending on the development under review. These processes fall outside the process conventions established by Cabinet and Standing Committees and are fully support by the Department, ADM and DM.

The ADM provides leadership to the development of the GNWT's broad policy and legislative based for managing environmental liabilities. The legacy of abandoned industrial sites that do not have funds set aside to clean them up is a significant concern to northerners and the GNWT. Currently, the GNWT holds approximately three-quarters of a billion dollars in financial assurances for industrial and resource development projects. The Department leads the GNWT's whole-of-project, whole-of-government approach to managing reclamation liabilities. The ADM must maintain respectful and collaborative relationships with decision-makers in GNWT departments and with regulatory boards (Institutions of Public Government who set individual securities associated with specific authorizations), while providing leadership to the Department's efforts to develop and implement systems for determining and managing overall project-wide level of risk across multiple authorizations and departments on behalf of the GNWT. The ADM oversees the development, implementation, evaluation and continuous improvement of coherent policy, legislative and regulatory frameworks that strategically manage the environmental securities in the NWT.

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

- *Waters Act* and regulations
- *Environmental Protection Act* and regulations
- *Environmental Rights Act*
- *Pesticides Act* and regulations
- *Water Resources Agreements Act*
- *Mackenzie Valley Resource Management Act* (federal)¹
- *Fisheries Act* (federal)
- *Impact Assessment Act* (federal)
- *Northwest Territories Lands Act*
- *Commissioner's Land Act*
- *Public Land Act* (when brought into force)
- *Area Development Act*

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

¹ Federal legislation with partial delegations to the GNWT.



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 consist 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 50 indirect reports.

Reporting Positions (53 Total)

- | | |
|----------------------------------|---------|
| • Compensation & Benefits | \$7.6 M |
| • Operations & Maintenance | \$1.5 M |
| • Grants & Contributions | \$2 M |
| • Financial Assurance (Security) | \$750 M |

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 within the ADM's responsibilities and recommends approaches to the management of politically sensitive issues.
4. 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.
5. Leads the provision of expert information, advice and recommendations to public boards and agencies, ensuring material is based on sound scientific analysis and supports the principles of public accountability and transparency, sustainable development, long-term fiscal certainty, administrative justice, and fairness.
6. Supports the development of business plans, main estimates, transition planning and program and service development and delivery.
7. Represents the GNWT and NWT interests on a range of regional, territorial, national and international boards, committees and agencies.
8. 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. such land use planning, resource development incentivization plans, economic diversification, and infrastructure projects.
9. 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.
10. 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.
11. Directs the development, delivery, evaluation and continuous improvement of programs and services to ensure responsive management of resources within the ADM's areas of responsibilities.
12. In collaboration with the ADM, Regional Operations, is responsible for directing the amalgamation of Commissioner and Territorial land administration including integration



of systems, processes, policies.

13. Leads the determination of resource project financial securities to be held by the GNWT, for use in cases such as resource company bankruptcy or insolvency; and manages resource project securities against estimated liabilities for active resource projects.
14. Provides leadership, strategic direction and expert advice on the GNWT's procedural and decision-making responsibilities in relation to water licences and environmental assessment.
15. Provides executive support and expertise in the overall management of the department through involvement in the development of business plans, main estimates, transition planning and program and service development and delivery.
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 the Divisions of Impact Assessment and Security Management, Land Management and Administration and Regulatory and Permitting.
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

The incumbent is required to attentively listen, observe and interpret verbal and non-verbal communication while attending a wide variety of meetings as ECC's or the GNWT's representative; this is particularly important during complex, sometimes difficult or adversarial meetings and negotiation sessions where demonstrated observation skills are imperative.



Mental Demands

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

Travel within the NWT, sometimes by vehicle or small aircraft, is necessary at least 5 times per year for 1-5 days per trip. National travel takes place up to 5 times per year, for 3-5 days per trip.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of departmental Acts, regulations, agreements, frameworks, strategies and policies as they relate to land administration, regulatory and environmental assessment processes.
- Expert knowledge of policy and legislation development, strategic planning, communications, consultation, collaboration, project management, and negotiations.
- Knowledge of the GNWT's priorities, business strategies, departmental mandates, and organizational design.
- Knowledge, understanding, appreciation and sensitivity to various Indigenous cultures and Traditional Knowledge systems that exist throughout the NWT.
- Knowledge of ECC's and other department's mandates, agreements, frameworks, and strategies.
- Knowledge of key partners and stakeholders including industry, NGOs, Indigenous governments and Indigenous organizations, municipal governments and federal departments, their interests and key contacts within them.
- Seasoned knowledge of effective leadership, facilitation, consensus building, negotiation skills and management practices and the ability to implement management practices and attain collaborative outcomes in a changing environment, in complex multi-stakeholder environments, including directing the work of diverse individuals who are or may not be direct reports or consultants.
- Advanced knowledge of the national, provincial/territorial and domestic political environments, and other governments' and departments' positions and policies with the ability to assess implications for the NWT and to effectively interpret and convey this information to the Premier, Executive Council, Minister and Deputy Minister.
- Knowledge of key partners and stakeholders in stewardship and sustainable resource development, including industry, non-government organizations, Indigenous governments and organizations, municipal, community, territorial provincial and federal governments.
- Seasoned knowledge of land claims and negotiations for settlement of land claims in



the NWT and of resource development instruments including socio-economic agreements with industry or economic development agreements with the federal government and provincial or other territorial governments.

- Knowledge of principles and practices related to public sector management, socio-economic research and analysis, strategic analysis, policy development, evaluation and negotiation.
- Excellent interpersonal, organizational and communications skills, including diplomacy in dealing with internal and external partners, often with competing interests.
- Effective written and verbal communication skills.
- Ability to be creative and ingenious to offer new, innovative and groundbreaking solutions on difficult to resolve, high intensity, high stress files.
- Expert ability to think strategically, critically evaluate complex issues, problem solve and use good judgment, as well as analyze, interpret and synthesize large amounts of information.
- Ability to be discrete and exercise diplomacy in dealing with divergent views and personalities and sensitive information and materials, including knowledge of the NWT's political and natural environment, which could impact relationships with other governments or partners.
- Ability to provide rational, objective analysis on issues in often very tight timeframes.
- Proven ability to effectively represent the GNWT and its positions accurately and professionally, while developing and maintaining effective relationships with key partners and stakeholders, territorially, nationally and internationally.
- Demonstrated ability to manage time, priorities, and multiple competing projects, including the ability to respond effectively to frequently changing deadlines.
- Ability to manage diverse teams of individuals.
- 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 graduate degree in a discipline or subdiscipline of biophysical or natural science, natural resource management, or political science with a minimum of fifteen (15) years of directly related experience including five (5) years of executive level experience (director level or above), including direct experience in leading complex, multi-stakeholder environmental and natural resources statutory decision-making.

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