



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Environment and Climate Change	Director, Policy, Legislation, Evaluation and Communications	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
23-14142	Yellowknife	HQ

## PURPOSE OF THE POSITION

The Director, Policy, Legislation, Evaluation and Communications (Director) is responsible and accountable for providing overall leadership and strategic advice on all policies, legislation, evaluation and communications relevant to the Department of Environment and Climate Change. This is done within the context of Government of the Northwest Territories (GNWT) legislation, regulation and policies and the political, social and economic context of the NWT to promote and support the sustainable use and development of natural resources and land, and to protect, conserve and enhance the NWT environment for the social and economic benefit of all NWT residents.

## SCOPE

The Director is located in Yellowknife and reports to the Assistant Deputy Minister (ADM), Policy and Strategic Planning. The Director provides effective coordination, management and support for the Department's legislative and policy initiatives, strategic and operational communications and public affairs activities; coordination of participation in lands, resources and self-government negotiations (and implementation); development, implementation and ongoing monitoring of the Department's program evaluation initiatives; leads and manages departmental implementation of *Access to Information and Protection of Privacy Act*; and advisory and support services in relation to Crown Consultation requirements with Indigenous governments and organizations.

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 use and 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.

The Director is a member of the Departmental Senior Management Committee with associated direct involvement in corporate planning and coordination of strategic management activities.

The Director is also a member of the interdepartmental Directors of Policy group to ensure a cohesive government wide approach on GNWT policy and legislative framework.

The Department directly administers 17 statutes and associated regulations. The Department is also a delegated authority for the *Mackenzie Valley Resource Management Act* (MVRMA) and is responsible for implementing environmental assessment or arrangements pursuant to the Inuvialuit Final Agreement. The Director is responsible for the establishment of comprehensive legislative action plans and leads the research, analysis and development of proposals for amendment of existing or development of new government instruments, including Legislation, regulations, policies, and strategic frameworks, and prepares decision documents for Cabinet, and documents for the Legislative Assembly (the Assembly).

The Director coordinates the preparation of support materials for the Minister such as briefing notes for sessions of the Legislative Assembly and bilateral MOU meetings with Indigenous governments and briefing materials specific to a policy initiative or legislative proposal. The Director is responsible for meeting the Department's, and contributing to the Government's, reporting requirements to the Assembly and the public. This requires coordination of input from other senior management responsible for objectives and projected outcomes. The Director is also responsible for Transition Planning for the subsequent Legislative Assembly.

The Director is responsible, in collaboration with responsible senior managers, for providing strategic advice and developing policy direction in relation to all matters under the Department's mandate. The Director must ensure that positions and mandates related to these items reflect an overall united GNWT position which must sometimes accommodate diverse Departmental views, while meeting the requirements of federal and territorial regulatory instruments.



The Director is accountable for leading the development of new or revised legislation, and/ or legislation changes related to the Department and its mandate. Such legislation can be highly sensitive, politically charged and precedent setting and is frequently required to be completed in a short time frame. Legislative changes must be undertaken in accordance with the Intergovernmental Council on Land and Resource Management Legislative Development Protocol. This legislation must also consider a wide range of stakeholders including communities, industry, non-government organizations, Indigenous governments and organizations, other governments and departments, and the Legislative Assembly. The Director must support the Department's effective participation in matters related to its mandate.

The Director is also accountable for Departmental Policy, including the development of Executive Council and Ministerial policies, strategies, communication packages, as well as the coordination of responses regarding the various policy and legal issues that arise related to policy, legislation and communications activities in general. The incumbent must be able to lead the development of policy and legislative solutions and communication strategies that further the strategic direction of the Department within the GNWT. The Director will have a collaborative oversight role in program policies, as led and developed by other divisions.

As a member of the Department's Executive Committee as well as a member of the Senior Management Team, the position is involved in Business and Strategic Planning for the Department, which includes the development and monitoring of goals and objectives, and risk identification related to: Legislative Review and Development; Corporate Communication; and Intergovernmental Council on Resource Management.

The Director is responsible for ensuring Departmental Strategic and Business Plans are submitted in a timely and appropriate manner and coordinates such plans with the Director of Finance. The Director is responsible for the preparation of the Department's annual results reports which requires coordination with other senior management responsible for the objectives and projected outcomes. The Director is responsible for evaluation of programs and services to ensure responsive management of resources and maintenance of environmental quality which are consistent with government objectives.

The Director is responsible for developing land and resources negotiation positions, participating in such negotiations (as required), and monitoring the Department's implementation of Aboriginal land, resource and self-government agreement obligations; these activities involve a high level of coordination and collaboration with other senior managers, particularly those responsible for implementing Departmental obligations under eventual settlements.

The Director is responsible for communications and media relations. Clear communications of the Department's role and function, both internally to employees and externally to stakeholders, the public at large and other GNWT departments, is essential to ensure



appropriate and timely information is provided to the public; clients are aware of available programs and services and how to access them; stakeholders are aware of Departmental initiatives and how they may be affected; and staff are informed of Departmental direction. Public relations initiatives are often around contentious topics pertaining to the delivery of programs and services within the Departmental mandate.

It is the responsibility of the Director to manage the development and implementation of communications strategies to meet these objectives and that Cabinet and Corporate Communications requirements are included. The Director is also responsible for ensuring that obligations relating to the provision of services in official languages are met.

The Director provides communications products and services for use by the Directorate, Minister and the Premier, including media and publications support and services to the entire Department.

The Director must carry out the responsibilities of the position recognizing the Department's mandate, the complexities of the socio-political environment and changing natural environment and demands of the public. There is a need to work collaboratively with other GNWT departments and other jurisdictions with shared interests. To complete these responsibilities, the Director must be able to analyze, evaluate and interpret a wide range of information, assess legal, political and financial risks, and apply strategic thinking in advancing Departmental initiatives.

The Director also acts as the Department's Access to Information and Privacy Coordinator. As such, the Director must be familiar with the processes set out under the *Access to Information and Protection of Privacy Act* (ATIPP Act), acts as the point of contact for the public seeking access to information held by the Department, and is required to ensure requests are dealt with in an accountable manner. In some cases, such requests may require significant research, review and analysis to assess the impacts on third parties and government interests in accordance with the *ATIPP Act*. The Director is responsible for making decisions and recommendation to the Deputy Head respecting access and privacy consistent with the *ATIPP Act*.

The Director's leadership and management responsibilities demand a progressive and creative leadership approach, including the clear articulation and reiteration of the Department's plans, priorities and projected results and what is expected of managers and staff in achieving those results.

The Director is expected to manage the resources of the Division with economy, probity, and prudence, consistent with departmental and government objectives; and provides exemplary leadership in demonstrating the corporate values and ethics of the GNWT. The Director participates as a member of the Department's Senior Management Committee, leads and



contributes to decision making and to the identification, review and formulation of plans, strategies, policies, frameworks, objectives, standards and processes governing the programs falling within the Department's mandate.

## **DIMENSIONS**

- Reporting Positions (5 direct, and 20 indirect – 25 Total)
- Compensation & Benefits      \$3.8 M
- Operations & Maintenance      \$319 K
- Grants & Contributions      \$100 K

## **RESPONSIBILITIES**

1. Uphold 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. Leads the development and amendment of all Department specific legislation, regulation and policy initiatives ensuring consistency with the policy, priorities, mandate and goals of the GNWT. Also leads the legislative and policy analysis on *Mackenzie Valley Resource Management Act* amendments, and delegation/transition responsibilities, as appropriate.
3. Leads the preparation of all documents to support the Minister in discussions and decision making with Cabinet, Committees of Cabinet, Standing Committees and Committee of the Whole within the Assembly. This includes information needed to support informed discussion and decisions at a variety of tables, including with Federal/Provincial/Territorial (FPT) counterparts and with Indigenous governments and organizations. Documents include Cabinet submissions, briefing notes and binders, correspondence and formal responses to queries from Members of the Legislative Assembly.
4. As required, provide Department's representation at inter-governmental, regional and/or community meetings and events ensuring that Department positions and perspectives are shared and clearly articulated. This includes providing advice on strategic positions, resulting from research and analysis on best practice both nationally and internationally.
5. Leads or assists in major reviews of key elements of the integrated resource management system. This includes: developing terms of references that take into consideration all aspects of the reviews, including data, policy, financial and human resource issues; providing advice and guidance on conducting engagement with multiple stakeholders and partners, and on analysis of results. This also includes the development of recommendations for Cabinet consideration.



6. Lead the departmental evaluation of programs and services to ensure responsive management of resources and maintenance of environmental quality which are consistent with government objectives.
7. Oversees the coordination and implementation of corporate, Executive Council and Ministerial policy and strategic communications activities of the Department, including provision of policy and strategic communications advice to the Department's Senior Management Team, including the Ministers.
8. Ensures the timely and comprehensive follow-up to Cabinet direction on all matters related to the Department.
9. Collaborates with the Cabinet Secretariat, Department of Executive and Indigenous Affairs, respecting all Cabinet submissions.
10. Oversees the coordination, and where appropriate, leads cross-functional departmental and inter-departmental activities.
11. Monitors emerging issues and develops associated briefing materials and where appropriate options for senior management consideration.
12. Functions as the Department's primary point of contact for inquiries initiated by other Departments.
13. Leads and manages the implementation of the *Official Languages Act* on behalf of the Department.
14. Leads and manages the implementation of the *Access to Information and Protection of Privacy Act* on behalf of the Department.
15. Plans and directs the work of the Division 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.
16. Participates constructively in the senior management team of the Department and contributes to the senior leadership of the Department.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.



### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

There will be demands placed upon the incumbent by internal and external stakeholders to quickly develop solutions and achieve results. The incumbent manages tight deadlines, and competing priorities. Position facilitates consensus among independent stakeholders, including professional associations, non-governmental organizations and the public.

The incumbent must be able to cope with animated discussion of issues, lead meetings, and actively participate in community and regional consultations on a wide variety of departmental matters.

The incumbent is required to travel as part of the position. Travel will be approximately 2-3 times per year: 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 Departmental mandate, Acts and Regulations, agreements, frameworks, strategies and policies as they relate to the Director's areas of responsibility.
- Knowledge of Federal Acts and regulations, agreements, frameworks, strategies and policies as they relate to the Director's areas of responsibility.
- Knowledge of the GNWT's structure and operations, priorities, business strategies, departmental mandates and organizational design.
- Knowledge of the processes and procedures to develop or amend legislation, acts, agreements, frameworks, strategies and policies.
- Knowledge of land, resources and self-government agreements and treaty land entitlement agreements and negotiations throughout the NWT.
- Knowledge of effective leadership, facilitation, consensus building and management practices.
- Knowledge of key partners and stakeholders including industry, NGOs, Aboriginal governments, municipal governments, and federal departments, their interests and key contacts among them.
- Knowledge about diverse practices, processes and issues relating to the Department's mandates, roles and objectives and those of co-development partners and agencies.



- Knowledge of the history, culture, political and economic aspirations of Indigenous people and other Northerners.
- Knowledge of human resource management techniques such as performance evaluating, succession planning, team and individual motivation and progressive discipline techniques.
- Written and verbal communication skills, including maintaining professional communication in difficult circumstances.
- Interpersonal, organizational and communications skills, including diplomacy in dealing with internal and external partners, often with competing interests.
- Ability to think strategically, critically evaluate complex issues, problem solve and use good judgement as well as analyze, interpret and synthesize large amounts of information.
- Ability to implement management practices and attain collaborative outcomes in a changing environment, in complex multi-stakeholder environments.
- Ability to exercise discretion and diplomacy in dealing with divergent views and personalities and sensitive information and materials.
- Ability to assess implications of decisions for the NWT and to effectively interpret and convey this information.
- Ability to represent the GNWT and its positions accurately and professionally, while developing and maintaining effective relationships with key partners and stakeholders, territorially, nationally and internationally.
- Ability to work to deadline and respond effectively to frequently changing deadlines.
- Ability to manage a diverse team of individuals.
- Ability to work in a highly politicized environment with competing interests.
- Ability to work effectively within a larger Senior Management team.
- Ability to influence and persuade internal and external stakeholders.
- Ability to represent the interests of the Department before Cabinet, Cabinet Committees, Standing Committees, OM Committees and other jurisdictions.
- Ability to analyze and evaluate complex issues and develop suitable approaches and options for an effective delivery of the department's programs.
- Ability to guide subordinate managers and Senior managers in translating and applying policy to operations.
- Ability to build and maintain excellent working relationships with representatives of Indigenous governments.
- Ability to manage time, priorities, and stress.
- 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 Bachelor's degree in the social sciences or a related field (such as Political Science, Public Administration, or Resource Management), plus a minimum of ten (10) years of experience, preferably in government, including at least five (5) years of direct supervisory/management experience.

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