



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Project Assessment	
Position Number	Community	Division/Region
23-14165	Yellowknife	Impact Assessment and Security Management

## PURPOSE OF THE POSITION

The Manager of Project Assessment (Manager) supports the delivery of the Department's mandate to represent the Government of the Northwest Territories and coordinate its involvement in territorial, national and international matters related to environmental assessment processes. The Manager is responsible for overseeing and managing the development of policies, systems and processes necessary for the Government of the Northwest Territories (GNWT) plan and undertakes environmental assessments in a proactive, strategic, coordinated, timely, consistent and effective manner.

## SCOPE

The Manager of the Project Assessment is located in Yellowknife and reports to the Director of Impact Assessments and Security. The Manager oversees the work of 4 Project Assessment Analysts. This unit coordinates the interdepartmental analysis of impacts of Northwest Territories' and trans-boundary projects that may have environmental impacts on Northwest Territories' lands and resources. The position ensures that the GNWT's mandate, and legal procedural requirements of environmental assessment is met by conducting appropriate technical and professional analysis including all facets of a project/proposal are covered, such as environmental, social and economic.

The position works within an evolving legislative and policy framework comprising land and resource legislation, land claims and case law pertaining to development and protection of lands and resources and the management of impacts on people and cultures.

The Department of ECC (ECC or the Department) is mandated to lead an interdepartmental and intergovernmental role with respect to environmental assessment (EA). ECC represent the GNWT and coordinate its involvement in territorial, national and international matters related



to public land including EA processes. The Commissioner has designated the Minister of ECC to receive delegated “federal minister” authorities under the federal Mackenzie Valley Resource Management Act (MVRMA). As such, the Minister of ECC, leads territorial and federal ministerial decision-making on EAs in the Mackenzie Valley, which comprises approximately 76% of the land mass of the NWT and the locus for virtually all resource development activity since Devolution. The Manager provides support to senior management and the Minister in ensuring the Minister of ECC appropriately exercises their delegated federal authorities.

Due to unique land ownership dynamics and associated regulatory regimes in the NWT, flowing from legislation and land claim agreements, within and beyond the borders of the NWT there are three distinct and different EA regimes within the territory, as well two additional EA regimes in adjacent territories. The GNWT participates in all EAs for projects that may impact NWT lands, resources, and residents, whether the project is within the territory or external to the territory but with transboundary impacts.

The Manager is responsible and accountable for ensuring GNWT undertakes rigorous evidence-based approaches in carrying out EAs and generating reports and recommendations in support of final decisions for federal and territorial Ministers’ approvals of EAs which can represent the loss or gain of hundreds of millions of dollars in investment in the NWT, as well as liability exposure at a similar scale. The Manager also leads tracking of legally binding post- EA measures and recommendations that government must follow, usually for the life of the project through project closure and remediation. The Manager is also responsible for ensuring and substantiating that in relation to project EAs, the GNWT has met its duty to consult, and where appropriate, accommodated adverse impacts to asserted or established Aboriginal and/or

In addition to managing the human and financial resources of the unit, the Manager provides expert advice, implementation, functional coordination and leadership to GNWT interdepartmental and inter-government teams working EAs that affect lands and resources of the Northwest Territories (NWT). This position supports the Department's efforts to give final recommendations for GNWT Ministers setting of terms and conditions and approval of significant projects with NWT wide scopes relating to impacts and GNWT management responsibilities.

## **RESPONSIBILITIES**

### **1. Lead the strategic and operational direction of the Project Assessment Unit is to meet procedural requirements in terms of EA and regulatory responsibilities and to ensure the most effective, efficient and targeted use of resources.**

- Identity strategic priorities concerning EA and regulatory review responsibilities.



- Build effective and collaborative relationships with key partners and stakeholders including within ECC, other GNWT and Federal Government departments, Indigenous governments and organizations, regulatory review boards and industry.
- Establish and manage EA and regulatory review processes and procedures in accordance with the Project Assessment Policy.
- Delegate and assign EA and regulatory review responsibilities to section staff.
- Lead and oversee the completion of section responsibilities to ensure that deadlines are met in terms of providing expert advice and recommendations on EA and regulatory responsibilities.

**2. Manage GNWT working groups' analysis of major project impact assessments to ensure thorough and rigorous evaluation of the potential project impacts, effectiveness of proposed mitigation measures, and to ensure effective recommendations are made concerning additional mitigations required to prevent or minimize anticipated impacts.**

- Track evolving case law and jurisprudence as it affects requirements for each current EA.
- Review and provide expert feedback on research and analysis of EAs.
- Review and comment on detailed analysis reports on project impact assessments of proposed projects.
- Prepare recommendations on proposed and additional financial, environmental and social mitigation measures for each project.
- Manage the preparation of Briefing Notes, decision papers, and other documents relating to the assessment of proposed projects in support of final recommendations for the Minister's setting of terms and conditions and approval of all significant projects.
- Manage the tracking and implementation of follow-up efforts or requirements of the Department, including Aboriginal accommodation requirements, following project review and approval.
- Prepare support materials for departmental, GNWT and, as required, federal decision-makers (e.g., Responsible Minister Decision Papers, Cabinet Decision Papers, ministerial briefing notes, correspondence, etc.).

**3. Lead GNWT and Federal Government information sharing and consensus building on complex regulatory and EA requirements to ensure a consistent and coordinated approach to the project decision making process at the highest political levels.**

- Support the Director and Senior Management Team in building consensus among all responsible Ministers (including Federal Ministers) involved in the project and environmental assessment process.
- Manage and review divisional, departmental and GNWT wide submissions to quasi-judicial boards ensuring the quality of submission and that strict deadlines are adhered to.



- Support Director in presentations of GNWT positions and technical advice to quasi-judicial boards, and other governments.
- Oversee communication among GNWT Departmental staff involved in reviews of regulatory applications and project impact assessments.
- Participate in senior communication between the Department of ECC and other key departments in terms of EA and regulatory initiatives relevant to land use and sustainability.
- Provide advice prior to the ECC Minister as the lead minister making a final decision on lands matters.

**4. Lead the development of EA and socio-economic and cultural standards, guidelines, and best practices in order to predict and mitigate project impacts.**

- Lead the development of EA and socio-economic and cultural standards, guidelines, and best practices in order to predict and mitigate project impacts.
- Manage research projects related to best practices, standard conditions guidelines and policies and prepare reports consolidating these efforts.
- Provide advice to other departments or divisions and governments as required respecting available instruments and techniques for new EA initiatives.
- Provide input to other departments and divisions and governments on legislative and policy initiatives with respect to EA and socio-economic standards.
- Oversee collaboration efforts with other Departments, Divisions and governments to develop new regulations, policies, practices and procedures to ensure consistency with other applicable regulatory processes and to avoid regulatory duplication.
- Provide supplementary information to technical reviewers and senior management concerning development projects and the regulatory/EA process.
- Support the Director in representing the GNWT on the National Environmental Assessment Administrators Committee and participates on committees or working groups at the territorial, national, and international level as required.

**5. Lead the coordination of ECC external consultation responsibilities, and specifically with Indigenous parties, on EA and regulatory processes to ensure an effective consultation process that meets legislative requirement.**

- Ensure that Indigenous concerns within GNWTs mandate are tracked and there is a system of follow-up as required.
- Lead, in conjunction with expert departmental staff, drafting of required documentation for ECC decisions on environmental assessment or regulatory processes (e.g., letters to impacted groups, Aboriginal consultation assessment, Indigenous issues tracking tables, briefing materials).
- Lead collaboration efforts with relevant experts or Departments on evaluating the Department's consultation adequacy for environmental assessment.



- Oversee input of ECC information into Aboriginal consultation assessment documentation developed by other departments (e.g., Environment and Natural Resources) for environmental assessment or other regulatory processes and development of any accommodation measures flowing from these processes.
- Participate in Aboriginal consultation meetings with Indigenous governments and organizations, as required.
- Lead the development of GNWT consultation frameworks, templates, guidelines, and/or processes for environmental assessment and update as required to address evolving jurisprudence and Indigenous relationships.

**6. Manage the human resources, financial and administrative functions of the unit to provide effective and efficient services within budgeted frameworks.**

- Manage human resource functions within the unit including staffing, direction setting and performance evaluations.
- Manage the annual budget for the unit of approximately 1 million dollars and project future budget requirements.
- Oversee contract management and administration of contribution agreements provided to various organizations to foster participation in the EA and regulatory review process.
- Develop and implement annual work plans that establish short and long-term objectives.
- Prepare terms of reference and statements of work to direct contractors.
- Forecast and manage the unit's budget in a fiscally responsible manner.
- Provide regular and annual reporting on territorial obligations under multi and bi-lateral agreements.
- Develop objectives and performance indicators for the Unit including individual staff goals, ensuring they are complimentary to the Division's goals and objectives.
- Provide positive leadership and advice to Unit staff.
- Encourage employee development through performance appraisals, training plans, and professional development opportunities.
- Participate as a member of the Divisional management team in planning the short and long-term objectives for the Division.

**WORKING CONDITIONS**

**Physical Demands**

No unusual conditions.

**Environmental Conditions**

No unusual conditions.



### **Sensory Demands**

No unusual conditions.

### **Mental Demands**

Competing priorities and tight deadlines occur and are driven by external factors such as the timing of regulatory board hearings. Occasional overtime is also required.

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

- Knowledge of the legal basis for environmental assessment found in a continually changing suite of federal, territorial and international acts, agreements and frameworks including the federal *Mackenzie Valley Resource Management Act* (MVRMA); *Canadian Environmental Assessment Act* (2012); *Inuvialuit Final Agreement*; *Nunavut Planning and Project Assessment Act*; *Yukon Environmental and Socio-Economic Assessment Act*; the *United States' National Environmental Policy Act*; federal and territorial Species at Risk acts; along with Settled Lands, Resources and Self-Government Agreements; the Northwest Territories Lands and Resources Devolution Agreement and Delegation Instruments associated with the agreement and the MVRMA;
- Knowledge of environmental assessment and regulatory legislation, regulations, standards and policies related to resource development nationally and internationally.
- Knowledge of typical project impacts including socio-economic and cultural impacts, and mitigative techniques for variety of developments including mining, oil and gas; infrastructure, tourism and forestry projects.
- Knowledge of the mandate, roles and responsibilities of federal, territorial, provincial and Indigenous governments respecting their role in EA and regulatory processes.
- Knowledge of the management of interdisciplinary research teams, and project management techniques to plan, organize, integrate, and co-ordinate the development of submissions and interventions.
- 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 (e.g., ITI, ENR) and agencies.
- Knowledge of the history, culture, political and economic aspirations of Aboriginal people and other Northerners and of land rights and land use.
- Knowledge of key partners and stakeholders including industry, NGOs, Aboriginal governments, municipal governments, and federal departments.
- Verbal skills as the position represents the NWT in a variety of national and international situations
- Written communication skills to develop and edit briefing notes, draft strategies, and communicate with a wide range of audiences including stakeholders, communities, governments and businesses.





- Listening skills and the ability to interact in a positive, professional, and business-like manner with stakeholders.
- Computer skills Including word processing, database, spreadsheet, graphics, internet and electronic mail.
- Team leadership, personnel management, and motivation skills
- Budgeting, planning and financial management skills.
- Ability to communicate and collaborate effectively and represent divisional and department and GNWT interests before a wide range and size of audiences including political, senior officials, scientists and specialists, business leaders, interest groups, communities, and the public.
- Ability to conduct and manage in-depth research and report on findings in an effective, efficient manner.
- Ability to plan, organize, integrate, and coordinate activities and to provide clear directions.
- Ability to quickly develop and apply creative, innovative solutions to problems.
- Ability to analyze complex situations with changing political and economic factors.
- Ability to work in a partnership environment such as on task forces, inter and intra-departmental committees, cross-functional teams, and special projects.
- Ability to attend to a number of tasks at the same time and excellent organizational and planning skills.
- Ability to work in cross cultural situations.
- Ability to analyze and evaluate complex issues, with problem solving and develop suitable approaches and options for the effective achievement of divisional, department and GNWT goals within an integrated resource management regime.
- Ability to represent the GNWT in a variety of forums with professional credibility and integrity.
- Ability to achieve results in an environment of continual change, uncertainty, limited resources, and complex issues that often have underlying political implications of territorial scope.
- Ability to react and respond quickly to urgent demands from Senior Management.
- 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:**

A Graduate degree in a discipline or sub discipline of biophysical or natural sciences, social sciences, engineering, geography, environmental science, natural resource management, law, or related fields of study, plus a minimum of five years direct experience including at least one year of management experience or equivalent role in providing continuous leadership to working groups and associated financial management responsibilities.

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