



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Major Projects	
Position Number	Community	Division/Region
23-14168	Yellowknife	Land Management & Administration

PURPOSE OF THE POSITION

The Manager, Major Projects (Manager) is accountable for providing management and general oversight in the management and administration of Northwest Territories (NWT) public land and resources related to major projects, including all renewable and non-renewable resource, commercial or industrial projects.

SCOPE

Located in Yellowknife and reporting to the Director, Land Management and Administration (Director), the Manager, Major Projects is responsible for a total of three staff, which includes the direct reports of a Geotechnical Advisor, Senior Strategic Advisor Major Projects, and a Major Projects Specialist. This includes the disposal and acquisition of land and resources in accordance with relevant acts, regulations, policies and procedures; coordination of surface and subsurface tenures; and administrative compliance. A key aspect of this position is the provision of specialist advice and assistance to other divisions and senior management, the 5 Regional Operations Offices, other GNWT departments; other levels of government, and Indigenous groups, industry, and the public in matters related to the management and administration of land and resources for Major Projects. This position is involved in, and part of, decision-making processes.

The development of tenure instruments associated with major projects impacts on the mandates of the GNWT Departments of the Executive and Indigenous Affairs, Industry, Tourism and Investment, Infrastructure and Municipal and Community Affairs. These Departments must all be engaged in a consistent and meaningful way in the development of tenure instruments associated with Major Projects.

The mandate of the Department of Environment and Climate Change is to manage, administer, and plan for the sustainable use of public land in the Northwest Territories in a fair and



transparent manner that reflects the interests of the people of the Northwest Territories. The Department of Environment and Climate Change operates within the central belief that land management and administration is a core public good and critical asset that needs to be effectively and efficiently managed.

The management and administration of land in the NWT occurs in a unique context and is influenced by distinct social, economic and cultural factors and complex regulatory considerations. The NWT land management system features a unique land ownership structure that includes public lands, Indigenous-owned settlement lands, federal lands, and private lands; a complex regulatory regime governing the use of land, water, and resources; Lands, Resources, and Self-government Negotiations and Agreements; and Indigenous Rights and Consultation requirements.

The Land Management and Administration Division provides overall leadership, management, expertise, and technical advice on the development of operational policies and procedures for the administration of public land with respect to land tenure. Responsibilities include managing and administering land dispositions and grants, land valuation and pricing, securities, regulatory coordination, consultation and engagement, survey applications, record keeping, maintaining land tenure databases, revenue collection, and unauthorized use and occupancy processes.

The Manager must possess an in-depth understanding of this distinctly northern environment within which the Government of the Northwest Territories' (GNWT's) land and resource management and administration obligations are carried out and demonstrate the ability to provide strategic direction and leadership that is reflective of departmental goals, objectives, and priorities.

The Manager works within a legislative framework which includes the *Public Land Act, Commissioner's Land Act and Regulations; Northwest Territories Lands Act and Regulations; Mining Regulations; Community Planning and Development Act and Regulations; the Area Development Act and Regulations; and the Mackenzie Valley Resource Management Act and Mackenzie Valley Land Use Regulations*; as well as the settled Lands, Resources and Self-government Agreements within the NWT; Interim Measures Agreements; and the Devolution Final Agreement. The position also works within a Cabinet approved policy framework including the Land Pricing Policy; the Land Lease Only Policy; the Land Use and Sustainability Framework; Northern Lands-Northern Leadership; and the Recreational Leasing Policy.

The NWT is recognized for its diversity of ecosystems and rich natural resources, many of which are developed to leverage these natural resources to produce economic wealth (government revenues, employments and purchases of goods and services) for NWT residents. Projects to develop these natural resources range in scale and scope. Major Projects include the



construction, operation and abandonment of mineral and oil and gas exploration projects, pipelines, operating mines, operating oil and gas fields, and renewable energy projects. Major projects range in scope, scale and complexity. They typically have a significant capital investment, involve multiple complex territorial and federal government applications and authorizations covering a range of activities. They also include the application and authorization for the rights to occupy and use the land (from construction through to abandonment) which is being occupied by the facilities associated with these developments.

The Major Projects Unit is responsible for coordinating the issuance and management of dispositions with other regulatory authorizations to ensure land management is effective and efficient. A key responsibility of the unit is to assess and manage risks of land use activities appropriately through dispositions. The Major Projects Unit reviews and advises the Land Management and Administration Unit on all commercial, industrial and other complex projects that pose medium- or high-risk legal and financial risk to the GNWT, as well as reviews and advises the Director on approval of associated management plans. The Major Projects Unit is responsible for leading the development and negotiation of all types of land dispositions associated with major project development, including land use permits, quarry resource leases, and other land or resource dispositions. The Major Projects Unit is also responsible for risk and securities assessments for medium to high-risk dispositions. The Major Projects Unit monitors and participates in research activities related to its responsibilities to ensure advice is reflective of the most recent science and land management practices across jurisdictions.

The Manager works in a team and customer service environment. The Manager must be able to work well with the public, with the ability to explain land tenure management legislation, regulations, policies and procedures to frustrated and upset clients with a high degree of tact and diplomacy. In doing so, the Manager must be able to explain why applications cannot be approved. Dissatisfied clients may raise matters to a political level and this position is responsible for ensuring clients are given information and influenced in a positive way.

The Manager oversees research and analysis including correspondence, precedents, jurisprudence, environmental management, legislation, regulations, policies, complex or new land management issues related to Major Projects. The Manager uses this research and analysis to provide advice on corrective actions, recommendations and decisions that are consistent and legally binding and/or prepare responses to proponents, Indigenous Governments, provincial and federal ministries, senior management and staff and other Departments. It is critical that the Manager ensures consistency with differing clients and partners on important land management issues.

The Manager oversees studies and trend analysis to identify potential policy/legislative changes and gaps and makes recommendations to the Director for potential inclusion in the departmental policy framework. The Manager oversees risk assessments on applications and



confirms if a security assessment is warranted. The Manager oversees recommendations to co-management board processes for projects that have accompanying land dispositions and recommends approval of management plans to the Director.

A key to the success of the Manager is the establishment and maintenance of constructive relationships across a broad range of individuals and organizations. The Manager regularly engages with at the senior level with Departments in the GNWT, with Indigenous governments, community representatives, other levels of government, industry, CEOs and Institutions of Public Government.

The Manager also supports the amalgamation of former Commissioner's and Territorial land administration functions including the integration of systems, processes, policies, guidelines and legislation where applicable.

The work of the Manager is performed under the general direction of the Director. The Manager has a significant amount of latitude provided that the policies, guidelines & interests of the GNWT and the Department are upheld. Sound judgment, diplomacy and tact are required in interactions with partners and stakeholders, and when speaking on behalf of the GNWT.

RESPONSIBILITIES

1. Oversees the day-to-day operations of the Major Projects Unit.

- Plans, coordinates and oversees the development of operational plans, procedures and guidelines.
- Allocates resources to ensure the efficient flow of work and the effective provision of services within stated client service standards.
- Provides strategic advice on various issues related to the intersection of the management and public land and the development of major projects.
- Coordinates the Unit's input into the development, review and evaluation of Departmental legislation, regulations, policies and operational guidelines and standards.
- Develops, implements and adheres to client service standards that are public facing.
- Ensures that files and records that support the coordination of Major Projects are managed consistent with established GNWT legislation, regulation and policies.
- Develops and manages performance indicators and related processes and assists in the development of new policies, procedures, guidelines, directives and manuals to meet numerous changing requirements and responsibilities.
- Oversees the management of contracts for goods and services related to land management for major projects.

2. Leads the coordination of Departmental and GNWT input into the development of tenure instruments associated with Major Projects.



- Establishes and maintains strategic linkages, communication and information channels within the Division and other GNWT Departments.
- Works collaboratively with GNWT Departments to reach consensus on GNWT positions on major projects.
- Oversees the interdepartmental meetings to coordinate and establish GNWT's position on tenure instruments associated with major projects.
- Oversees the coordination of all regulatory project information to ensure a knowledgeable, consistent and coordinated approach to land administration.
- Oversees the coordination of responses and submissions related to land administration in response to regulatory board processes.

3. Develops and implements tenure instruments associated with the development of Major Projects in collaboration with the Manager, Land Administration.

- Leads the negotiation of tenure instruments with project proponents.
- Works directly with clients and their legal counsel in the conduct and conclusion of issues.
- Establishes and maintains strategic linkages, communication and information channels with clients.
- Provides information and advice on legislative, regulatory and policy requirements associated with tenure instruments.
- Leads the development of documents to support decision-making processes including submission for Cabinet and FMB and presentations to Standing Committees and Committees of Cabinet.
- Oversees the submission of legal opinion requests from the Department of Justice and advises on legal opinion interpretation.

4. Manages the human resources of the unit to provide effective and efficient services.

- Manages a group of three staff with diverse education and experience.
- Develops and implements short and long-term work plans, goals and objectives and continuously monitors to ensure objectives are being met. Takes corrective action where goals and objectives are not being met.
- Evaluates on-going staff workloads to ensure the section is meeting Departmental objectives.
- Ensures that staff have the training and professional development to do their jobs and to keep apprised of innovative technologies and approaches.
- Updates job descriptions and initiates and completes staffing actions and annual performance evaluations.
- Initiates and follows through to completion, progressive disciplinary actions, as required.
- Approves or recommends approval of employee leave entitlement consistent with approved policies and procedures.



- Conducts employee performance evaluations.
- Supports objectives of succession planning within the Unit and the Division.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The workload of the position is subject to frequent changes in priorities in response to, for example, operational issues, deadlines that are imposed internally and externally, and requests that are made by the Directorate or the Minister's Office. This is continuous.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legislation, regulation, policies that govern the administration of land and resources.
- Knowledge of the theories, principles and practices related to the management and administration of public land and resources, including, but not limited to, contract law, real property law, law and the public manager, real estate practices and environmental law.
- Knowledge of environmental impact assessment legislation, regulations, processes and procedures.
- Knowledge of land claim legislation, land claim negotiations and implementation and Self-Government Agreement negotiations and implementation.
- Knowledge of legislation, regulations and policies that govern financial management.
- Knowledge of court decisions dealing with environmental protection and land claims.
- Knowledge of Indigenous Governments, organizations and communities including social, economic, political, cultural aspirations, needs, structure and mandates.
- Knowledge of the documentation processes related to the administration of public land.
- Knowledge of negotiating and problem-solving techniques.
- Knowledge of the biophysical and socio-economic impacts of resource development.
- Knowledge of public administration and general management concepts as well as methods and techniques utilized in the planning and management of financial and human resources.



- Interpersonal skills are required to effectively communicate, interact, and work with individuals and groups.
- Ability to use analysis and interpretation methods and techniques.
- Ability to understand cultural differences and how they influence communication, consultation and decision-making with regards to land claims, land use and environmental protection issues.
- Ability to make timely and effective decisions.
- Ability to plan, direct and evaluate research and special project/programs.
- Ability to manage and supervise personnel, guide and evaluate staff, resolve conflict and mediate disputes.
- Ability to use analysis and research methods.
- 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 in a discipline or subdiscipline of biophysical or natural sciences, social sciences, geography, environmental science, resource management, law, or related fields of study and 5 years of relevant experience, including 2 years of supervisory experience.

Equivalent 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