



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Senior Program Analyst	
Position Number	Community	Division/Region
23-14170	Yellowknife	Land Management and Administration/HQ

PURPOSE OF THE POSITION

The Senior Program Analyst (Senior Analyst) is accountable to support the development, review and provision of advice on the implementation of legislation, regulation, policies, and program guidelines, standards and procedures associated with the management and administration of public land in the Northwest Territories (NWT).

SCOPE

Located in Yellowknife and reporting to the Manager, Policy and Program Implementation (Manager), the Senior Program Analyst is responsible to provide specialized technical and strategic advice and assistance in the development of program policies, guidelines, standards and procedures to ensure that internal programs are implemented consistently with relevant legislation, regulations, policies and guidelines. The Senior Analyst also provides independent strategic advice to other Departments across the Government of Northwest Territories (GNWT) on decisions related to the management of public land that have government-wide and cross-government implications. The Senior Analyst is the technical and strategic expert on complex land issues and provides advice and assistance to the Division, Department, and the Regional Offices regarding the management and administration of public land including the acquisition, disposal and use of land.

The mandate of the Department of Environment and Climate Change (ECC) 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 ECC 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 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 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 Senior Analyst must possess an in-depth understanding of this distinctly northern environment within which the GNWT's land and resource management and administration obligations are carried out and demonstrate the ability to provide strategic advice and support departmental goals, objectives and priorities.

The Senior Analyst works within a legislative framework which includes the *Public Land Act, Commissioner's Land Act and Regulations; Northwest Territories Lands Act and 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 Senior Analyst leads the evaluation of policies, guidelines and procedures to ensure that the Department operates in conformity with its Mandate and broader GNWT interests and objectives, including those articulated by the Executive Council and the Financial Management Board (FMB). The Senior Analyst also supports the Manager to ensure timely and clear communication of key policy issues, changes, and developments, both internally to employees and the Directorate, and externally to stakeholders, the public at large and other GNWT departments.

The Senior Analyst participates in various land negotiations related to the acquisition and disposal of lands to ensure conformance with all relevant acts, policies and prescribed procedures and the preservation of public interest. The position is responsible for identifying third party interests in the context of Land Claims and Self-government negotiations.



This position supports the amalgamation of Territorial and Commissioner's Lands systems including program and operational policies, legislation, guidelines, and procedures.

The Senior Analyst works with a broad range of colleagues to develop work product, including colleagues within the Department, other Departments in the GNWT, other levels of government (Federal, Municipal and Indigenous), private sector companies (junior mining companies, operating mines, businesses) and individuals (e.g., cabin lease holders). Sound judgment, diplomacy and tact are required in interactions with partners and stakeholders.

The work of the Senior Analyst is performed under the general direction of the Manager. The Senior Analyst meets occasionally with the Manager to review work in progress, to discuss future work requirements, and to prioritize assignments.

RESPONSIBILITIES

1. Leads the development, review, evaluation and implementation of land policies, programs and initiatives.

- Prepares major research reports, recommendations and position papers on complex and intergovernmental relations issues for land use policy development.
- Conducts research and analysis to assist with the development, review, evaluation and implementation of GNWT land policies, programs and initiatives.
- Evaluates lands policies, programs and standards, procedures and processes to determine their effectiveness in meeting the Department and GNWT priorities.
- Provides advice to GNWT Departments on all land initiatives that have government-wide and cross-government implications.
- Collaborates and exchanges information and expertise with Divisional staff in the development of various Departmental and interdepartmental projects and initiatives.
- Maintains a system for researching and tracking information, commitments, priorities and strategies.

2. Provides expert advice on the interpretation of legislation, regulations and policies.

- Researches policy options and alternatives and identifies their potential impacts on political, financial and organizational decisions.
- Monitors, analyzes and anticipates the potential political, ecological, economic and legal impacts of departmental policies and strategic initiatives.
- Conducts research and assists in the drafting of Ministerial and senior management correspondence and documents.
- Drafts decision papers and information items for submission to Executive Council, as well as briefing materials for senior management.
- Reviews and coordinates divisional input into departmental and GNWT legislation, regulation, policies and strategies.



- Drafts requests for legal opinions and liaises with the Department of Justice on interpretation and application of legal advice.

3. Develops and implements operational manuals, policies, guidelines, directives and standard operating procedures for the Division and Department.

- Researches and analyzes existing programs in other jurisdictions to assess their strengths and weaknesses and their potential applicability in the NWT.
- Conducts research and analysis to assist with the development, review, evaluation and implementation of policies.
- Prepares manuals, training programs and trains staff to ensure consistency of procedure and application of legislation, regulation and policies.
- Assists with the reviewing and updating Divisional management and administration functions including the integration of systems, processes, policies, guidelines, procedures and legislation.
- Coordinates and maintains regular communications with the Regional Offices and other Departmental Divisions on relevant issues, projects and initiatives.

4. Oversees provision of support to the Department of Executive and Indigenous Affairs with respect to land issues and exchanges related to Land, Resources, and Self-Government Agreements and Negotiations.

- Compiles, organizes, synthesizes, and disseminates information regarding the management and administration of public land (i.e. Departmental policies, document requirements and operational issues) for the purposes of providing general information, advice/direction and liaison services to the Department of Executive and Indigenous Affairs, as well as other Departments or stakeholders as required.
- Advises and supports federal and territorial Negotiators by reviewing draft claim agreements, identifying issues, and providing advice or recommendations to adjust negotiating positions.
- Provides information on third party land interests to the federal and territorial Negotiators during the land selection process.
- Liaises and coordinates with regional and headquarters specialists to develop Departmental positions on claims related issues.
- Reviews draft proposed policy and legislative changes relating to land claims negotiations and monitors progress.
- Researches and provides updates to government agencies and claimant groups created by the various settled land claim agreements regarding land issues.
- Maintains active hard copy statutes and legislation which are used by colleagues as reference tools when reviewing proposals, reports, and submissions from within and outside the Department. Although time- consuming to do so, they can easily be replaced. There are certain files containing original documentation that cannot be replaced.



- Participates in and leads departmental and interdepartmental working groups related to land interests and negotiations.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

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 the theory and practice related to land management and administration, environmental management, socio-economic research and analysis, strategic analysis, policy development and evaluation, program evaluation.
- Knowledge of land claim legislation, land claim negotiations and implementation and Self-Government Agreement negotiations and implementation.
- 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 legislative and policy processes and protocols.
- Ability to develop frameworks, strategies and policies.
- Interpersonal skills are required to effectively communicate, interact, and work with individuals and groups.



- Strong analytical skills, as well as a demonstrated ability to express ideas, negotiate and communicate effectively; the ability to analyze critically and suggest an appropriate means of action, sometimes in a short time frame.
- A working knowledge of analytical research and evaluation techniques related to public land management.
- Ability to provide recommendations, expertise and communicate messages effectively in writing or verbally to various audiences on both communications and policy matters.
- 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 use analysis and interpretation methods and techniques.
- Ability to make timely and effective decisions.
- Ability to plan, direct and evaluate research and special project/programs.
- Ability to resolve conflict and mediate disputes.
- Ability to use analysis and research methods.
- Ability to interpret legislation, regulations, policy and correspondence.
- Ability to draft correspondence that conveys controversial decisions.
- 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:

An undergraduate degree in Resource Management, Environmental Sciences, Geography, Public Policy or a related field and three (3) years of relevant experience, including land and resource management and project management or strategic planning 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



CERTIFICATION

Title: Senior Program Analyst

Position Number: 23-14170

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
Deputy Head/Delegate Signature	Date
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.