



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Strategic Analyst, Sustainability	
Position Number	Community	Division/Region
23-14178	Yellowknife	Land Use and Sustainability

PURPOSE OF THE POSITION

The Strategic Analyst, Sustainability (Strategic Analyst) is responsible for the development, review, and implementation of Departmental lands policies and strategic initiatives as well as program policies, guidelines, standards, and procedures related to the management, sustainable use, and administration of Territorial Lands and Commissioner's lands. A key aspect of this position is ensuring that Departmental policies, guidelines, and procedures are consistent with strategic initiatives including Northern Lands, Northern Leadership and the Land Use Sustainably Framework (LUSF). The incumbent also provides departments and senior managers across Government of Northwest Territories (GNWT) with independent strategic advice on all land decisions and initiatives that have government-wide and cross governmental implications.

SCOPE

Located in Yellowknife and reporting to the Manager, Sustainability (Manager), the Strategic Analyst, Sustainability position plays a critical role in the operation of the Sustainability Unit by functioning as an effective advocate in advancing GNWT lands related interests; providing expert advice and counsel on land use and management; supporting the development, implementation and reporting on the GNWT's Land Use and Sustainability Framework and Northern Lands - Northern Leadership; and helping to coordinate land use and management research and policy development on behalf of the GNWT and the Northwest Territories (NWT) more generally.

The position works within a legislative framework which includes *the Commissioner's Land Act and Regulations; Northwest Territories Lands Act and Regulations; Canada Mining Regulations; the Area Development Act; Planning Act; Surface Board Rights Act, Mackenzie Valley Resource Management Act and Regulations; Canada Environmental Assessment Act; Species at Risk Act*; as well as the settled Lands, Resources and Self-government Agreements



within the NWT; Interim Measures Agreements; Interim Land Withdrawals; Devolution Final Agreement; Respect, Recognition, Responsibility; Land Use Sustainability Framework; Northern Lands - Northern Leadership; GNWT Ecological Representation Network Plan; Sustainable Development Policy (GNWT and Canada); Mineral Development Strategy; Economic Opportunity Strategy; Water Stewardship Strategy; Land Pricing Policy; the Land Lease Only Policy; the Municipal Lands Policy; the Sustainable Development Policy and the Recreational Leasing Policy.

The Department of Environment and Climate Change (ECC) provides a central agency function within the GNWT given the cross-departmental and cross-governmental implications of land management and land use activities. The GNWT is both a landowner and a significant land manager that needs to balance the interest of multiple stakeholders and interested parties. Central to the department and where the policy framework is developed to support the Department, is within the Sustainability Unit. It is this Unit that the framework, policies, and procedures for the management of over 1 million square kilometers of land will be developed.

The mandate of the Department of ECC is to support, manage and administer the sustainable use of public land in the NWT. Land Management and Administration is considered a core public good and critical infrastructure that needs to be effectively and efficiently managed. In addition, it is important to highlight that land provides for ecological, spiritual, cultural, recreational and economic goods and services as well as being a predominant and key driver of the NWT GDP. As such, it is critical that lands are managed efficiently and effectively to maximize the benefits to the people of the NWT.

The Strategic Analyst, Sustainability is responsible for the development, review, and implementation of lands policies and initiatives as well as program/operational policies, standards, procedures. The incumbent assists with the formulation of criteria and setting objectives with respect to desired policy outcomes, consistent with DECC strategic initiatives including Northern Lands, Northern Leadership, and the Land Use Sustainability Framework.

The Strategic Analyst also participates in the amalgamation of Territorial and Commissioner's Lands systems including program and operational policies, legislation, guidelines, and procedures. Although overall land use planning is the responsibility of the Assistant Deputy Minister, Policy and Strategic Planning, the scope and quality of research, analysis, and advice on strategic land management issues are significantly impacted by the Strategic Analyst, Sustainability. The results of the Strategic Analysts are externally focused and impact many areas within the government and amongst other governments. Further, the research, analysis and advice provided by the incumbent may have considerable impact on strategic direction taken with respect to land use and management decisions.



The Strategic Analyst collaborates and exchanges information and expertise with GNWT staff in the development of lands policies and program policies, guidelines, and procedures. The incumbent works closely with the Lands Management and Administration Division and Regional Operations to identify viable policy/program options and solutions.

The Strategic Analyst plans and participates in 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 Strategic Analyst is responsible for the development of program goals and objectives and associated measures, targets and indicators pertaining to the administration and management of Territorial and Commissioner's Lands. The incumbent evaluates existing programs and operational policies, standards and procedures to determine their efficiency and effectiveness, as well as consistency with DOL strategic initiatives.

The Strategic Analyst prepares support materials for the Minister such as briefing notes during sessions of the Legislative Assembly, briefing materials specific to policy or legislative proposals, and support to the Intergovernmental Council on land and resources pursuant to the Devolution Final Agreement.

The incumbent also assists the Manager, Policy and Legislation and the Division to support the Department's efforts 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 position has a direct influence on decisions made by the Director, Land Use and Sustainability and ultimately the Department of Environment and Climate Change and decision-making in other Government of the Northwest Territories' departments and agencies.

RESPONSIBILITIES

1. Responsible for the development, review, evaluation, and implementation of ECC policies and strategic initiatives

- Conducts research and analysis to assist with the development, review, evaluation, and implementation of GNWT ECC policies and initiatives such as those related to recreational leasing, land pricing, and unauthorized occupancy.
- Prepares major research, reports, recommendations and position papers on complex, high-profile and intergovernmental relations issues for land use and sustainability policies.



- Evaluates ECC policies, programs and standards, procedures, and processes to determine their effectiveness in meeting DOL and GNWT priorities.
- Provides advice to GNWT Departments on all land decisions and initiatives that have government-wide and cross-governmental implications.
- Identifies policy and program goals in support of the DOL Mandate and the Departments strategic initiatives.
- Research policy options and alternatives, and identifies their potential political, financial, and organizational impacts.
- Provides support to Departmental strategic planning processes and initiatives.
- Participates in the amalgamation of Territorial and Commissioner's ECC systems including various ECC policies and initiatives.
- Conducts research and assists in the drafting of correspondence and documents for signature by the Deputy Minister or Minister in response to a wide range of policy matters.
- Drafts decision papers and information items related to various departmental policy issues and initiatives.
- Collaborates and exchanges information and expertise with others in the development of Divisional input into various Departmental and interdepartmental projects and initiatives.
- Supports the Manager to ensure timely and clear communication of key policy issues, changes, and developments.
- Monitors the political, environmental, social, and economic environment with respect to implications for the management and administration of NWT public lands.
- Monitors, analyzes and anticipates the potential political, ecological, economic, and legal impacts of departmental policies and strategic initiatives.
- Records, maintains, actions and follows up on Ministerial commitments made through the Legislative Assembly and Standing Committee processes.

2. Develops, reviews, evaluates program and operational lands policies, standards and guidelines, and procedures.

- Conducts research and analysis to develop, review, evaluation and implementation of program and operational policies, standards, guidelines, and procedures related to the administration of Territorial and Commissioner's Lands.
- Research program/operational policy options and alternatives and work closely with the Lands Administration Division and Regional Operations Division to identify viable options.
- Participates in the amalgamation of Territorial and Commissioner's ECC systems including program and operational policies, legislation, guidelines, and procedures.
- Evaluates existing program and operational lands policies, standards and procedures to determine their efficiency and effectiveness, as well as consistency with DOL strategic initiatives.



- Participates in departmental and interdepartmental project working groups.
- 3. Prepares Ministerial materials, including briefing materials for sessions of the Legislative Assembly, Standing Committees, Executive Council meetings, FMB submissions and intergovernmental meetings.**
- Prepares briefing materials and other documents for Session.
 - Prepares support materials for the Minister, including returns to questions, Ministerial statements, information items and briefing notes.
 - Prepares a wide range of strategic briefing and advisory documentation and material on complex policy, program, and intergovernmental files and issues.
 - Prepares information items, decision or discussion papers for Executive Council or submissions for FMB, conducting research, analysis, or environmental scans as appropriate.
 - Reviews and analyzes submissions from the Regional Operations Division or other Departmental Divisions to ensure consistent preparation for the Minister.
- 4. Performs other policy related duties within the Land Use and Sustainability Division.**
- Coordinates and undertakes special projects from time to time.
 - Coordinates with the Regional Operations Division and other Departmental Divisions on relevant issues, projects and initiatives.
 - Maintains a system for researching and tracking information, commitments, priorities and strategies.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Departmental Acts, agreements, frameworks, strategies and policies as they relate to the management, administration and sustainable use of NWT public lands including the *Mackenzie Valley Resource Management Act*; *Canadian Environmental Assessment Act*; *Area Development Act*; *Planning Act*; *Surface Board Rights Act*; *Species at Risk Act*; Settled Lands, Resources and Self-Government Agreements; Interim Measures Agreements; Interim Land Withdrawals; Respect, Recognition, Responsibility; Devolution Final Agreement; Land Use Sustainability Framework; Northern Lands – Northern Leadership; GNWT Ecological Representation Network Plan; Sustainable Development Policy (GNWT and Canada); Mineral Development Strategy; Economic Opportunity Strategy; Water Stewardship Strategy; Lease Only Policy; Land Pricing Policy; and Recreational Leasing Policy.
- 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 cabinet, legislative and policy processes and protocols. Thorough knowledge of existing Department legislation and Ability to develop new legislation, acts, agreements, frameworks, strategies and policies and policies when directed to do so.
- Knowledge of northern institutions, corporations, government systems and communities, as well as Ability to interact with Federal and GNWT departments, Aboriginal organizations, community organizations and the various business communities.
- Knowledge of the history, culture, political and economic aspirations of Aboriginal people and other Northerners and of land rights and land use.
- Strong analytical skills, as well as a demonstrated ability to express ideas, negotiate and communicate effectively; 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 and property assessment processes and systems in the Northwest Territories is required.
- Ability to provide recommendations, expertise and communicate messages effectively in writing or verbally to various audiences on both communications and policy matters.
- Knowledge of key partners and stakeholders including industry, NGOs, Indigenous governments, municipal governments, and federal departments.
- Ability to work to deadlines and respond effectively to frequently changing deadlines.
- Ability to work in a highly politicized environment with competing interests.
- Ability to manage time, priorities, and stress.
- Knowledge and use of Microsoft Outlook, Microsoft Word, Microsoft PowerPoint and Microsoft Excel is required.

- 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 knowledge, skills and abilities would normally be acquired through a master's degree in environmental/Resource Management, Land Use Planning, Geography, Public Policy, Public Administration, or a related field, plus three (3) years of experience in policy and program development and analysis.

Project management experience is considered an asset.

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