



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Project Support Officer	
Position Number	Community	Division/Region
23-14235	Yellowknife	Water Monitoring and Stewardship

PURPOSE OF THE POSITION

The Project Support Officer (Officer) improves productivity of the Environment and Climate Change, Water Monitoring and Stewardship Division (Division) by assisting the Division staff to manage and administer water regulatory, water monitoring and water stewardship and partnership projects as well as the Division's day-to-day operations.

SCOPE

Located in Yellowknife and reporting to the Director, Water Monitoring and Stewardship (Director), the Project Support Officer assists with the management and administration of Division projects and is the main office administrator for the Division. The Officer is responsible for providing accurate, effective and efficient project management and administrative support to ensure all Division undertakings are well-informed and completed on time in accordance with rigorous schedules. As well, the position conducts preliminary research to support Division initiatives. The incumbent provides expertise and establishes a project management and administrative environment that achieves the Division, departmental and Government of Northwest Territories (GNWT) objectives in these regards.

The Water Monitoring and Stewardship Division bears the primary roles and responsibilities related to collection of water quality and quantity data, and water stewardship and planning. The Division is responsible for water management in the Northwest Territories (NWT). The Division provides information and advice to the public and other clients, on water quality, quantity and the aquatic environment. The Division, in cooperation with Environment and Climate Change Canada (ECCC) and other federal and territorial departments, collects and interprets information about water quantity and quality in the NWT. The Division works with its water partners on a collaborative approach to water stewardship and planning in the NWT, including transboundary water management agreements.

The Project Support Officer ensures that all financial transaction processes and directorate or other obligations are routinely fulfilled. The incumbent supervises and supports casual

administrative staff on occasion.

RESPONSIBILITIES

1. Provides project management and administrative support to the Director and Division personnel to ensure optimum Division productivity:

- Coordinates the Director's and Divisional multi-party collaborations by arranging project meetings and workshops, including scheduling meetings, collating and distributing project materials, and communicating between project manager and team participants.
- Tracks project activities as per project schedules, assisting in the monitoring of timelines for projects.
- Points out scheduling, correspondence or timetabling matters requiring attention.
- Records project meeting notes and decisions, highlighting actions required and tracking their completion.
- Implements project correspondence, ensuring accurate and timely reporting.
- Gathers project financial information and reviews same for accuracies.
- Conducts research on specific matters as requested using a variety of sources, including the internet, journals and publications, or other relevant literature.
- Produces graphics and statistical tables for project publications and reports.
- Maintains datasheets on status of Divisions projects for use by Directorate and senior committees.
- Working with the project or initiative manager, prepares project reports, including scheduling and financial information.

2. Ensures Division financial, records and administrative systems are in place and maintained and that Division operating environment is productive. The Project Support Officer:

- Finalizes quality written materials, reviewing correspondence, briefings or reports prepared by Division staff to ensure that these conform to departmental and government formats, procedures and policies, then ensures timely transmission of these.
- Working with the Records Coordinator, manages hard and electronic Division records according to GNWT policy.
- Working with the librarian, establishes and maintains Division's reference and photo records, conducting research to add to these; circulates periodicals and general information, then files hard or electronic copy appropriately.
- Working with all Division staff, establishes and maintains Division administrative systems and procedures, ensuring Division staff are aware of and following procedures; modifies such systems from time to time as necessary for efficient, effective Division operations.
- Working with the administrative staff, tracks all internal and external requests made to Division personnel and follows-up to ensure responses; this requires the establishment within the Division and use of a Bring Forward system that accommodates requests from Directorate, senior management, and Division staff, as

well as external requests for information.

- Fulfills receptionist duties related to walk-in, telephone or electronic mail. Routine contacts include the staff as well as officials from other GNWT departments, federal and Indigenous governments, boards and agencies, or universities.
- Administers attendance and training records.
- Administers financial records, including Division staff and contractor travel.
- Determines priorities for correspondence and document flow with guidance as appropriate from the Director.
- Prepares agenda for routine Division meetings, soliciting input from all Division staff, records and distributes meeting outcomes, following up as necessary.
- Maintains an efficient Division office environment (including a printer/copy room; records management area, reception area and board room), supplies, and properly operational equipment, requesting maintenance if required. The Project Support Officer promotes a "green" operating environment.
- Assists with maintenance of Division's portion of the website or other information and promotional materials.

3. Provides supervision and direction to Divisional administrative staff, as required.

- Performs supporting activities of the above responsibility.
- Schedules and assigns work, monitors work in progress and work accomplished.
- Interviews and selects candidates for employment.
- Approves or recommends employee entitlements using approved policies and procedures (e.g., PeopleSoft).
- Conducts employee performance evaluations, approves training and development, and exercises the responsibilities of a Supervisor.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental demands.

Sensory Demands

No unusual sensory demands.

Mental Demands

The Division is a fast-paced office environment with diverse responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to contribute to a positive work environment by demonstrating ability to value diversity of thinking and perspectives of others.
- Office management and administration knowledge and skills, including good

- familiarity with or strong ability to learn ECC and GNWT policies and procedures.
- Knowledge of records management systems, ARCS and ORCS.
 - Sound analytical skills and knowledge of basic research methodologies.
 - Knowledgeable and skilled in computer software for offices, including word processing, database, electronic communications, and presentation programs; ability to word process at least at a rate of 55 words per minute.
 - Ability to take notes accurately, recording decisions and required actions.
 - Strong editing skills.
 - Ability to analyze pros and cons and establish basic priorities or relationships.
 - Has skills to demonstrate or instruct staff with reasons, advice and guidance to build greater understanding.
 - Possesses the skills to promote the need for and model the effective utilization of workplace resources.
 - Effective oral communications and interpersonal skills.
 - Good organizational skills.
 - Time management skills; ability to manage workloads, prioritize multiple tasks, and meet deadlines.
 - Knowledge of innovative "green" office and procurement protocols.
 - Ability to take broad direction, then initiate and complete tasks on time.
 - Ability to work under pressure, often on multiple time sensitive projects.
 - Interest in land and water stewardship.
 - 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:

Post-secondary study in management or administration or equivalent, and at least three (3) years progressive project support and administrative experience, including Government experience. Relevant experience in environmental stewardship initiatives 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