



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Conservation Areas Management Planner	
Position Number	Community	Division/Region
23-14258	Yellowknife	Conservation and Sustainable Livelihoods /HQ

PURPOSE OF THE POSITION

The Conservation Areas Management Planner (Planner) is the Departmental authority on conservation areas planning, monitoring, and management for the Northwest Territories (NWT), consistent with the goals of the NWT Protected Areas Strategy and in accordance with the Department's mandate, policies, and procedures, to adequately protect the biodiversity of the NWT.

SCOPE

Located in Yellowknife and reporting directly to the Manager, Conservation Planning (Manager), the Conservation Areas Management Planner's expertise and authority directly affects the success of the Division and the Department of Environment and Climate Change (ECC)'s mandate and principles to protect diverse and healthy ecosystems and biological diversity in a way that maintains the long-term ecological stability.

The Conservation and Sustainable Livelihoods Division (Division) bears the primary Government of Northwest Territories (GNWT) roles and responsibilities related to conservation planning. Developing a network of conservation areas in the Northwest Territories (NWT) is a key policy commitment of the GNWT and it advances the maintenance of cultural and ecological significant areas within each eco-region. The Division also coordinates ECC input for all regional land use planning requirements for review, implementation, and follow-up. All Division initiatives have NWT or national implications and therefore require timely and effective analyses to enhance GNWT and partner decision-making and actions.

The Conservation Areas Management Planner develops and implements programs and



develops necessary policies and procedures for successful conservation areas and conservation planning. The incumbent identifies, promotes, and integrates public values and interests in conservation planning. The incumbent is responsible to ensure that programs and assessments conducted reflect current information and is performed using standards accepted at the territorial, national, and international level.

The Planner works closely and collaboratively with the Manager, other ECC Divisions, other GNWT Departments, as well as staff in Environment and Climate Change Canada (ECCC), Indigenous governments and organizations, and environmental and industry associations.

RESPONSIBILITIES

1. Provides expertise and assists in the development and implementation of initiatives related to conservation planning.

- Makes recommendations to the Manager regarding GNWT actions, protocols, or positions to fulfill conservation planning or conservation areas obligations arising from interim measures agreements, comprehensive claims, national or international agreements. Such recommendations promote departmental, inter-departmental and inter-governmental goals and priorities.
- Assists in the promotion of NWT public inserts in partnership initiatives related to conservation planning and conservation areas, ensuring that the GNWT advances partnership obligations and strategic interests.
- Analyzes conservation planning, including conservation zones and candidate conservation areas, within the NWT in a regional, national, and international context, then ensures information and outcomes are reported effectively to ECC's directorate.
- Collaborates with ECC GIS analysts and biologists and others to undertake this work.
- Promotes awareness, identifies issues, and advises the Manager on obligations regarding planning and management issues within the NWT.
- Assists in the research and pursuit of relevant active participation in any other conservation planning and conservation areas of interest to the GNWT, reporting to the Manager on strategic benefits or raising issues that should be considered by the GNWT.
- Identifies and amends guidelines, policies, regulations, and criteria relevant to conservation areas planning and GNWT under the *Wildlife Act*, the *Species at Risk Act* and *Territorial Parks Act*.
- Provides advice and knowledge on NWT conservation areas planning programs at a regional, national, and international level.
- Reviews local and traditional knowledge and incorporates this into the conservation planning of conservation areas.
- Assists in the development of draft regional conservation plans and provides recommendations on management options and related policies and procedures.



2. Implements administrative programs on conservation areas and conservation planning in the NWT, to ensure the objectives and requirements of the programs are being fulfilled.

- Assists in regular reviews of programs and develops an annual work plan to address any fiscal and staffing capacity concerns, in collaboration with other Divisions, Departments, and agencies outside GNWT.
- Develops and implements additional and revised work plan activities to ensure program efficiency.
- Helps to develop partnerships, funding proposals including multi-jurisdictional financial agreements to raise funds, find personnel and expertise to ensure programs are implemented.
- Supervises contracts, contribution agreements, and other financial arrangements to ensure programs are implemented according to department financial standards and additional standards from funding agencies.
- Prepares and documents annual estimates and forecasts for program funds, equipment, and facilities within financial limits set by the Manager of Conservation Planning.

3. Participates in the management of the GNWT portion of the NWT Protected Areas Strategy Secretariat.

- Assists in the development of NWT conservation planning strategic instruments such as the Protected Areas Strategy Action Plan.
- Participates in GNWT working groups associated with specific conservation areas, in collaboration with the Manager and Senior Conservation Areas Advisor.
- Analyzes GNWT strategic conservation planning interests, recommending Protected Areas Strategy to the Manager where appropriate to advance these interests. These analyses and follow-up are performed through close work with the Manager Conservation Planning, Senior Conservation Areas Advisor, ECC senior management and Directorate.
- Educates staff regarding regional conservation planning, including conservation areas, and assists in the preparation of Directorate and Ministerial briefings, decision papers, financial management submissions, and Ministerial correspondence related to conservation planning and management.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.



Sensory Demands

No unusual sensory demands.

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable federal or NWT legislation, policies, and strategies related to conservation planning and resource development in the NWT.
- Knowledge of resource management practices, regulatory processes, and conservation planning within the context of northern co-management regimes and land claims.
- Knowledge of conservation management within the appropriate GNWT and Federal regulatory framework.
- Experience with multi-stakeholder and public consultation processes.
- Knowledge of policy and program development in a government (preferably the GNWT) structure.
- Knowledge of current development projects and potential social and environmental impacts.
- Knowledge of conservation area initiatives across Canada.
- Experience with computer software including word processing, presentation software (PowerPoint) database and spreadsheet programs. Optional experience with geographic information systems and website software.
- Management skills to plan, organize, integrate, and coordinate activities within the GNWT and with federal counterparts.
- Project management skills to plan, coordinate, monitor and complete multiple complex projects on time and within budget, independently or in teams.
- Analytical skills to evaluate and report on results.
- Problem-solving skills to identify differing priorities, philosophies and skill levels amongst partner agencies and help to develop viable solutions so that objectives can be met.
- Critical thinking skills to advise Manager, Conservation Planning and GNWT staff in other divisions and departments to ensure overall GNWT coordination of conservation planning initiatives.
- Ability to work under pressure, often in emotionally charged environments.
- Oral and written communication skills to communicate effectively with a variety of audiences, including government departments, Indigenous organizations, communities, environmental and industry organizations.
- Experience working with Indigenous organizations.
- Ability to write government correspondence, briefings, and decision instruments.



- Ability to write public articles or presentations for a variety of audiences.
- 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 bachelor's degree in geography, natural resources management, or parks planning and a minimum of two (2) years of progressive experience related to parks, conservation areas or land management.

An equivalent combination 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: Conservation Areas Management Advisor

Position Number: 23-14258

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.