



## IDENTIFICATION

| <b>Department</b>              | <b>Position Title</b>            |                               |
|--------------------------------|----------------------------------|-------------------------------|
| Environment and Climate Change | Environmental Assessment Analyst |                               |
| <b>Position Number</b>         | <b>Community</b>                 | <b>Division/Region</b>        |
| 23-14271                       | Yellowknife                      | Regulatory and Permitting /HQ |

## PURPOSE OF THE POSITION

The Environmental Assessment Analyst (Analyst) is responsible for coordinating reviews of resource development proposals in the NWT, to analyze the impact of those developments on both the environment and the health and well-being of the people and communities of the NWT and on the programs and services of the Department. The Analyst is also responsible for the administration of Environmental Agreements.

The incumbent is also responsible for ensuring that the Minister fulfills his or her contractual obligations under the Environmental Agreements for three diamond mines, including reviewing and approving annual reports, maintaining appointments on advisory boards, and assessing requirements for financial security.

## SCOPE

The position is located in Yellowknife and reports to the Manager, Environmental Impact Assessment. The incumbent participates in all regulatory and environmental assessment processes and coordinates the assessment of impacts on areas of Department of Environment and Climate Change (ECC) mandate by appropriate technical and professional staff within the Department or external consultants. This includes environmental facets such as air quality, aquatics, and wildlife, as well as Aboriginal consultation. The Analyst facilitates the development of consensus within the Department respecting these reviews and consolidates recommendations. Consultation and negotiation of an appropriate position among parties with sometimes competing interests will be required. The incumbent works closely with territorial colleagues who act as the coordinator for GNWT submissions.

The incumbent works with federal colleagues, technical advisors to boards or panels, resource management or planning boards established under land claims, committees established under environmental agreements, boards and/or panels under other jurisdictions, and interested



public including communities, industry and interested third parties. The Analyst represents the interests of ECC on internal and external committees where projects, policies, guidelines, or agreements are being developed involving the review of projects or programs related to regulatory and environmental assessment processes. The Analyst ensures that the results of those processes are communicated in a timely manner to affected parties within ECC.

The incumbent is also responsible for the administration of all aspects of the Environmental Agreements, including the monitoring, financial security, and independent oversight sections of the Agreements. The incumbent also coordinates any required review or input into the Agreements by appropriate technical and professional staff within the Departments of the GNWT or external parties.

These activities ensure that ECC is meeting its legal responsibilities in environmental assessment and regulatory processes, as well as under the environmental agreements. These activities also promote the sustainable development of the NWT's natural resources by contributing to the balanced, rigorous, and timely review of authorizations to develop those resources.

The incumbent may also provide directions to the Environmental Regulatory Analyst or the Program Coordinator, Resource Management if assistance is required on project files.

## **RESPONSIBILITIES**

**1. Leads coordination of the development of ECC submissions and interventions to environmental assessment and associated regulatory processes serving as a clearinghouse or 'one window' point of contact within ECC for regulatory authorities under the Mackenzie Valley Resource Management Act, Inuvialuit Final Agreement and other federal, territorial, and provincial authorities as required.**

- Leads ECC's internal environmental assessment review teams and prepares consolidated positions, responses, and submissions, including reviewing technical analyses provided by departmental experts and others to ensure reviews are consistent with ECC mandates and policies.
- Organizes and prepares support materials for regular briefings and updates with senior management on project updates.
- Participates on behalf of ECC on internal and external working groups and committees related to project reviews.
- Coordinates the development of, or develops, strategies for ECC interventions or submissions to Public Hearings or other processes before the Boards and regulatory agencies established under federal legislation for the conduct of regulatory reviews and environmental assessments and impact reviews.



- Works cooperatively with review staff within ECC and representatives of federal government departments to resolve competing or contradictory recommendations and positions both within and external to the review process.
- Provides expert environmental assessment advice to staff representing departmental interests in public hearings or other processes and helps to prepare staff for their presentation or participation at public hearings.
- Coordinates or delivers, as required by the Manager, Environmental Impact Assessment, ECC interventions or submissions before environmental assessment and regulatory boards in public hearings or other processes where cross- examination may occur.
- Prepares support materials for departmental decision-makers on final recommendations or decisions regarding project reviews (e.g., responsible minister decision papers, Cabinet decision papers, ministerial briefing notes, correspondence, etc.).
- Works cooperatively with other Divisions and Departments on the tracking and implementation of follow-up efforts or requirements of the Department, including Indigenous accommodation requirements, following project review and approval.
- Directs the Environmental Regulatory Analyst or the Program Coordinator.
- Resource Management, as needed, to conduct background research, compile information, provide organizational support, or undertake other duties related to environmental assessment or regulatory processes.

**2. Leads coordination of ECC's Aboriginal consultation responsibilities on regulatory processes.**

- Track Aboriginal concerns within ECC's mandate that are raised during regulatory processes.
- Leads, in conjunction with expert departmental staff, drafting of required documentation for ECC decisions on regulatory processes (e.g., letters to impacted groups, Crown consultation assessment, Indigenous issues tracking tables, briefing materials).
- Leads collaboration with relevant experts or Departments on evaluating the Department's consultation adequacy for regulatory decisions made by ECC's Minister.
- Leads input of ECC information into Crown consultation assessment documentation developed for regulatory processes and development of any accommodation measures flowing from these processes.
- As directed, participation in Crown consultation meetings with Aboriginal governments and organizations.
- Supports the development of GNWT or ECC's consultation frameworks, templates, guidelines, and/or processes for environmental assessment and regulatory processes.

**3. Responsible for Environmental Agreements, including their administration and negotiation to ensure obligations are met by all signatories and the GNWT has met its legal requirements.**



- Lead the negotiation of new Environmental Agreements or amendments to existing Agreements.
- Leads GNWT responsibilities with respect to the advisory boards established through the Agreements (e.g., appointment to boards, settling budget disputes, reviewing annual reports, participating at annual general meetings).
- Leads any dispute resolution processes that may be initiated under the Environmental Agreements.
- Leads, in conjunction with expert staff and other departments, reviews of the security required under the Environmental Agreements, and makes recommendations with respect to any changes to financial security.
- Liaises regularly with the other signatories to the Environmental Agreements, as well as with the advisory boards established through the Agreements to maintain relationships with all relevant parties.
- Participates in intergovernmental/proponent monitoring committees and works closely with intergovernmental departments in developing strategy.
- Leads GNWT review of reports required under the Agreement, compiles, and analyzes reviews from external parties, and makes recommendations on the adequacy of the reports for departmental decision makers.
- Prepares support materials for departmental decision-makers (i.e., briefing notes, Decision documents).

**4. Supports or assists in the development of environmental assessment standards, guidelines, and best practices of similar instruments for environmental impact prediction and mitigation for developments impacting on resources authorized by, or impacting on resources under the jurisdiction of ECC.**

- Conducts background research pertaining to environmental management in other jurisdictions related to best practices, standard conditions guidelines and policies and prepares reports consolidating these efforts.
- Provides advice to other Departments or Divisions as required respecting available instruments and techniques for new environmental assessment initiatives.
- Works with other Departments or Divisions to develop new GNWT regulations, policies, practices and procedures and to provide input into third-party (e.g., resource management board, federal) guidelines and procedures.
- Assists in any required consultation or education with parties affected by new policies, procedures and practices in environmental assessment.
- Facilitates or assists with the preparation of support materials for GNWT and departmental decision-makers (e.g., ministerial briefing notes, correspondence, etc.).
- Participates on internal and external committees or working groups established to discuss best practices related to environmental impact assessment.

## **WORKING CONDITIONS**



### **Physical Demands**

No unusual physical demands

### **Environmental Conditions**

No unusual environmental conditions.

### **Sensory Demands**

No unusual sensory demands.

### **Mental Demands**

The work requires occasional travel, approximately four times per year. During public consultation, hearings, or the preparation of specific submissions or interventions, the incumbent is subject to noticeable pressures from those holding competing views. The incumbent is placed in confrontational situations approximately twice per year.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge in environmental assessment legislation and processes, as they apply to permitting in the NWT, such as the *Waters Act* and Regulations, *Mackenzie Valley Resource Management Act* and Regulations, Inuvialuit Final Agreement, *Impact Assessment Act*, Land and/or Water Board processes, Mackenzie Valley Environmental Impact Review Board processes, Environmental Impact Screening Committee processes, and Environmental Impact Review Board processes. The incumbent should also have a working knowledge of other applicable federal or territorial legislation related to land use and environmental assessment in the NWT and adjacent jurisdictions.
- Knowledge of federal land claim legislation that applies in the NWT, along with land claims and self-government agreements and interim measures agreements.
- Knowledge of environmental assessment and regulatory legislation, regulations, standards, and policies related to resource development in the NWT and elsewhere in Canada.
- Knowledge of typical environmental impacts including socio-economic impacts, and mitigative techniques for variety of developments including mining, oil and gas, transportation, tourism, and forestry projects.
- Knowledge of the mandate, roles, and responsibilities of the Departments within the GNWT respecting environmental assessment and regulatory processes.
- Knowledge of the constitutional context of Aboriginal and Treaty rights in Canada, and governments' Aboriginal consultation and accommodation obligations. Knowledge of research, consultation, and project management techniques to plan, organize, integrate, and co-ordinate the development of submissions and interventions.



- Knowledge of key partners and stakeholders including industry, NGOs, Indigenous governments and Indigenous organization, municipal governments, federal departments, and review or regulatory boards.
- Verbal communication skills to exchange information, make public presentations, and negotiate the final content of submissions or interventions with others having competing interests.
- Written communication skills to write interventions or submissions for lay and technical audiences or edit the work of others.
- The ability to manage time, priorities, and stress.
- The ability to analyze and evaluate complex issues and develop suitable approaches and options for an effective delivery of department programs.
- Knowledge of computer software including word processing, database, and electronic mail and communications programs.
- 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:**

Completions of a bachelor's degree in Natural Resource Management, Environmental Studies, Environmental Science, or Geography, similar relevant disciplines along with three years of experience in environmental assessment of environmental management, legislative and policy analysis and development, and project management.

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