



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Water Management Advisor	
Position Number	Community	Division/Region
23-14291	Yellowknife	Regulatory and Permitting /HQ

## PURPOSE OF THE POSITION

The Water Management Advisor (Advisor) is responsible for the provision of professional expertise, guidance, and consulting services to both internal Departmental representatives, proponents, the federal government, Indigenous government and Indigenous organizations and other external stakeholders on legislative and policy issues related to water management in the Northwest Territories (NWT). The Advisor is also responsible for the evaluation of water license applications and resource development proposals for compliance with legislation, policies, and guidelines (e.g., *Waters Act* and the *Mackenzie Valley Resource Management Act*).

"External stakeholders" refers to Indigenous government and Indigenous organizations; municipal and federal governments; industry; non-government organizations (NGOs); NWT resource management boards; the public; academia; and engineering/ environmental consultants.

## SCOPE

Located in Yellowknife and reporting to the Manager, Water Regulatory (Manager), the Water Management Advisor provides advice and interpretation to clients concerning a wide variety of federal and territorial legislation and regulations relevant to NWT water management, as well as expert legislative and policy advice with respect to proposed amendments of northern water legislation.

The Advisor provides legislative and policy advice to others in the Department of Environment and Climate Change (ECC) on the implementation plans, draft Agreements, and position papers of the following existing Departmental initiatives:

- Land Claim Agreements in Principle
- Regional Land Use Planning



- NWT Water Stewardship Strategy

The Advisor monitors water resource issues and identifies the requirements for the development and/or revision of policies, guidelines, and legislation governing water management and protection. The position leads the development of required policy and guidelines, and Divisional efforts in tracking and identifying natural resource management and environmental protection policy issues, in obtaining information needed to evaluate and formulate responses, in seeking input into policy directions/ decisions for any initiatives that originates from legislative changes and/or amendments to northern resource management legislation.

The Advisor provides technical, legislative, and policy advice to the Regulatory and Science Advisors for the environmental assessment and regulatory reviews of NWT projects. The position may be required to act as an expert at public hearings. The position reviews Type "A" Water Licenses and makes recommendations to the Minister regarding their acceptability, in regard to legislation and/or departmental policy.

The Advisor leads and/or assists in the development of guidance and/or policy documents relevant to northern resource development and water management, and collaborates with Land and/or Water Boards on the development of external resource management guidelines and procedures (e.g., closure and reclamation, standard conditions). The position also leads and/or assists in the development of internal procedures for reclamation securities management and works with Land and/or Water Boards on the development of external reclamation securities management procedures. The position also provides input on the development, implementation, population, and management of a reclamation securities database.

The Water Management Advisor evaluates the acceptability of different forms of reclamation security from clients and recommends acceptance/rejection/modification by the Manager, Water Regulatory. The security deposits for water related liability total \$636 million.

The Advisor coordinates requests for legal services, remains aware of the content, implications, and applicability of legal opinions, and maintains a repository of legal opinions received by the Division.

The Advisor leads, supervises, and coordinates the work of project teams, identifies and recommends the need for external expert review as necessary, budgets for, drafts and manages contracts for external consultants or other supports to the work. Acting as the project authority for the work, the position ensures deliverables are completed on schedule and are of acceptable Departmental quality. The position schedules, organizes, directs, and monitors project teams, ensuring that financial and human resources are managed appropriately, and contributes to business plans, budgets, and operational planning exercises.



## **RESPONSIBILITIES**

1. Coordinate the activities of the Division with respect to ongoing water initiatives such as the NWT Water Stewardship Strategy, Cumulative Impact Monitoring Program, and the NWT Conservation Strategy.
2. Provide expert legislative and policy advice to others within the Department on Self Government and Land Claims, implementation plans, draft Agreements, and Departmental position papers.
3. Develops, writes, and prepares briefings for the Minister on contentious or potentially contentious situations with respect to northern resource management and/or water management.
4. Administers and maintains the Division's water related security deposits required by the Land and/or Water Boards for the Division.
5. Provide the Division with input as required to internal and external working groups and committees.
6. Leads, coordinates, schedules work of multi-disciplinary teams relevant to duties of the position. This may include internal and/or external personnel.
7. Directs external contract personnel in the conduct of specific assignments. Establishes terms-of-reference and contract requirements and is the day-to-day departmental contact with consultant(s) and contractor(s). Establishes objectives, priorities and work; evaluates work performance and recommends payment.
8. Establish project related contracts and recommend the best option as it relates to value and cost within delegated departmental financial signing authorities. The incumbent must prepare the call for proposal (RFP) and statement of work. The incumbent must review submissions, establish the rating systems and selection criteria for the evaluation process, and award contract.
9. Manages project related budgets and associated deliverables, ensuring projects are on budget and deliverables meet the objectives of the work and are submitted within project timelines. Recommend payment as the Project Authority, in accordance with contracting regulations.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.



### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Managing emotional reactions and maintaining professional demeanor requires psychological effort when presenting a decision or defending a federal position contrary to personal beliefs or point of view. Professional detachment is sometimes difficult to maintain in the face of client and stakeholder criticism. There is no control over the frequency or duration of these situations.

Office work entails dealing with complaints from external clients, frequent short deadlines and multiple demands imposed by outside requirements. These often produce conflicting demands for service, often politically sensitive, resulting in heavy and unpredictable workloads.

Exposure to hostile clients is stressful. Some situations may involve verbal abuse. Exposure may occur while representing the department during public hearings and community meetings. Psychological effort and composure is required as the incumbent may be the focus of criticism for past or future departmental policies and actions over which one has no control. Such circumstances require the ability to remain and act in a professional manner.

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

- Knowledge of current NWT water initiatives such as the NWT Water Stewardship Strategy, Cumulative Impact Monitoring Program, NWT Conservation Strategy, and Regional Land Use Planning.
- Knowledge of mining, oil and gas, hydroelectric, and municipal processes, their waste characteristics, and associated waste management and treatment practices.
- The work requires knowledge of territorial and federal policies, codes of practice, and technical guidance documents relevant to water management in the Northwest Territories.
- Knowledge of the theories, principles and practices of negotiation, conciliation, arbitration, Comprehensive knowledge of the theories and practices of natural resource management. Knowledge of the cross-cultural environment and ability to develop effective working relationships with Indigenous people in communities, Indigenous governments and Indigenous organizations and other agencies.
- Ability to present information at public and private forums and to participate in technical discussions with other parties at various working group meetings.
- Knowledge of the principles of environmental impact assessment and mitigation measures as they pertain to water use and waste disposal at municipal and industrial developments



knowledge of environmental problems related to municipal and industrial water supply and waste treatment practices and mineral and oil and gas exploration production activities in both offshore and inland waters.

- Knowledge of response, containment, and clean-up countermeasures for spills of petroleum products and other toxic materials.
- Knowledge of and proficiency in a variety of computer software and information technology applications such as word processing, databases, spreadsheets, and internet.
- Good judgment and ability to operate in an autonomous, flexible, discreet, and trustworthy fashion.
- Research skills are required to identify, examine, and resolve legislative, technical, and/or policy issues which arise during work activities.
- Human relation skills are required to lead multi-disciplinary teams.
- Writing and verbal communication skills are essential to presenting information and defending positions to clients. Further, the incumbent must be able to tailor the delivery of their presentations to the knowledge level and needs of the respective client audience.
- 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:**

Completing a bachelor's Degree in environmental science or resource management, with at least two (2) years' experience in environmental management, planning and/or program delivery. Relevant experience in an NWT setting with both government and private industry is 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