



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Project Support Officer	
Position Number	Community	Division/Region
23-14293	Yellowknife	Impact Assessment and Securities Management

## PURPOSE OF THE POSITION

The Project Support Officer improves the Impact Assessment and Securities Management and the Regulatory and Permitting Divisions productivity by assisting Division staff to manage and administer water regulatory, departmental coordination, project assessment and consultation and security management projects as well as the Division's day-to-day operations.

## SCOPE

The Department of Environment and Climate Change (ECC or the Department) is mandated to lead an interdepartmental and intergovernmental role with respect to regulatory and environmental assessment (EA) processes. ECC represent the GNWT and coordinates its involvement in territorial, national and international matters related to the NWT's public land and water regulatory regime as established under territorial and federal legislation. The Minister of ECC received delegated "federal minister" authorities under the *Waters Act* and federal *Mackenzie Valley Resource Management Act* (MVRMA). As such, the Minister of ECC, leads ministerial decision-making for Type A Water Licences, and Type B Water Licences where a public hearing is held across the NWT, as well as for EAs in the Mackenzie Valley.

The Project Support Officer is located in Yellowknife and reports to the Director, Impact Assessment and Securities Management. The Project Support Officer assists with the management and administration of the above Division, and at times, the Regulatory and Permitting Division as the main office administrator. The Project Support Officer must provide accurate, effective and efficient project management and administrative support to ensure all Divisional undertakings are well-informed and completed on time in accordance with rigorous schedules. As well, the Project Support Officer conducts preliminary research to support Divisional initiatives. The incumbent will provide expertise and establish a project



management and administrative environment that achieves Divisional, departmental and GNWT objectives in these regards.

The Project Support Officer ensures that all financial transaction processes and directorate or other obligations are routinely fulfilled. The incumbent will supervise and support casual administrative staff on occasion.

### **RESPONSIBILITIES**

#### **1. Provides project management and administrative support to Directors and Division personnel to ensure optimum Divisional 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 Divisional financial, records and administrative systems are in place and maintained and that operating environments are 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.**

- 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 3 years project support and administrative experience, including Government experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Relevant experience in environmental stewardship initiatives is considered an asset.

**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