



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Advisor, Regional Science Programs	
Position Number	Community	Division/Region
23-14885	Yellowknife	Climate Change, Cumulative Impacts and Knowledge/ HQ

PURPOSE OF THE POSITION

The Advisor, Regional Science Programs (Advisor) is responsible for developing and maintaining an extensive inventory of the Government of Northwest Territories (GNWT) science, research and technology development activities and existing and emerging science program needs through extensive consultation and engagement within the GNWT and with Indigenous governments and Indigenous organizations and other research partners across the Northwest Territories (NWT).

SCOPE

Based in the Department of Environment and Climate Change (ECC) headquarters in Yellowknife and reporting to and working closely with the Senior Science Advisor (Senior Advisor), the Science Program Coordinator is responsible for developing an inventory of the Government of Northwest Territories (GNWT) science and technology research programs involving GNWT departments as required by the GNWT Sciences Agenda as well as compiling annual research needs across GNWT's departments and agencies.

The Advisor works both within the Department and with all other GNWT departments to maintain an active inventory of broad scale information needs of which can be derived either from existing or new science and technology programs.

The Advisor, Regional Science Programs works closely with ECC and other GNWT department staff to review and update strategic documents which will be used in discussions with Federal Government agencies, industry and regional Indigenous governments and Indigenous organizations. This work supports the achievement of the GNWT Science Agenda's goals and subsequent development of research policy across the NWT.



Through communication with territorial and federal government departments, Indigenous governments and Indigenous organizations, communities, academic scientists and industry, the incumbent ensures that scientific research needs are not missed and common interests are connected to maximize the effectiveness of research funding and efforts or the benefit of northerners.

RESPONSIBILITIES

1. Manages the development of comprehensive NWT research program and research needs inventories. Works along with GNWT staff from a variety of departments to promote and implement those projects identified as priorities:

- Establishes and maintains effective communications and working relationships with headquarters and regional staff, within ECC and in other departments within GNWT.
- Prepares, negotiates, administers, and oversees contracts and contributions agreements for the effective operations of GNWT-supported research programs.
- Prepares, negotiates and administers contracts for goods and services which address community or industry needs outside of GNWT departments.
- Develops and delivers programs and provides guidance to Senior ECC staff to increase department capacity to lead and otherwise engage in those research programs established as priorities in the GNWT science agenda.
- Represents ECC's interests in promoting the GNWT Science Agenda by making presentations or meeting with community members.
- Prepares, updates and oversees summary reports of research programs or information needs as required by ECC or other GNWT departments.
- Develops, maintains and updates other NWT science program public education and awareness materials.
- Monitors, maintains and prepares technical specifications for supplies and equipment necessary for science program delivery and coordinates the repair and replacement where necessary.
- Analyzes and summarizes data related to scientific research programs in the NWT
- Provides advice and recommendations to the Senior Science Advisor on operational policies and procedures to improve the science agenda program.
- Assists the Senior Advisor with the administration and financial functions of the program by preparing budgets; maintaining expenditure and variance reports; supervising casual or term staff or contractors; preparing letters, reports, briefing notes and other Executive documents, as required.

2. Develops, implements and monitors programs to build increased science capacity in the NWT.

- Evaluates research capacity needs of GNWT departments through regular communication with interdepartmental science working groups.



- Working with other ECC staff, plans, designs and coordinates the implementation of new research programs and initiatives.
- Works along with Divisional staff to promote and implement those projects identified as priorities
- Develops, maintains and updates policies, standards, guidelines and reporting processes for the operation of new programs and initiatives.
- Researches, analyses, recommends and prepares technical specifications for best practices associated with socio economic and biophysical monitoring and research programs.
- Negotiates, prepares and administers contracts for goods and services to implement programs and initiatives.
- Develops, maintains and updates public education and awareness and training materials in support of new programs and initiatives.
- Evaluates both GNWT and visiting researcher infrastructure needs including access to research stations, remote field camps, laboratories, analytical equipment, field equipment and accommodations.
- Makes recommendations and develops proposals to address gaps or deficiencies in research infrastructure needs, often in conjunction with other GNWT and external partners engaged in research.
- Supports community-based research program development and community involvement in ongoing science and technology projects
- Promotes and supports science education and outreach activities.
- Develops regular communications products to highlight northern participation in research programs, within GNWT departments, to public and private agencies and to the general public
- Develops and implements programs linking scientists and their research to NWT communities, through plain language communications, workshops and information sessions.
- Promotes and supports northern based scientists' efforts to engage in and direct research efforts which are in the northern interest.

3. Actively supports, promotes and implements new research partnerships and collaborations with external governments and agencies to increase the quantity and caliber of research done in the NWT.

- Working with ECC divisions, plans, designs and coordinates the implementation of new research programs and initiatives.
- Develops standards, guidelines and policies for the operation of new programs and initiative.
- Researches, analyses, recommends and prepares technical specifications for best practices associated with socio economic and biophysical monitoring and research programs.



- Negotiates, prepares and administers contracts for goods and services to implement programs and initiatives.
- Develops, maintains and updates standards, policies, public education and awareness materials, training materials and reporting forms in support of new programs and initiatives.
- Represents GNWT at period scientific conferences and symposia which within the NWT, or to various other northern communities.

4. Maintains qualifications in professional, technical and administrative areas by attending and/or completing seminars, meetings, formal courses, and other training as assigned.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

The incumbent is required to travel, often by small aircraft or vehicle over winter roads, to communities and/or field research locations including remote camps, industrial sites or laboratories and warehouses approximately five (5) times a year for 2-3 days at a time. During field visits, there may be exposure to unusual biological samples and chemical reagents.

Sensory Demands

No unusual sensory demands.

Mental Demands

The incumbent is periodically required to travel to communities and/or field research locations approximately five (5) times a year for 2-3 days at a time, involving possible exposure to hazardous weather conditions, elevated noise levels and travel in. light aircraft.

Discussion on science activities can be highly technical and require extended periods of intense concentration to follow and participate in the discussions. There can be challenges in communication resulting in interactions with upset individuals.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of development, delivery and administration of science and/or technology programs in a northern environment including small remote communities with limited access and infrastructure.



- Knowledge of the responsibilities, mandates and legislative authorities within the GNWT that pertain to research and technology development.
- Knowledge of GNWT environmental Acts, regulations, standards and policies.
- Knowledge of needs and issues of NWT Indigenous governments and Indigenous organizations and communities including sensitivity to Northern and cross-cultural issues, concerns and initiatives.
- Knowledge of Northern business issues, practices and licensing/regulatory issues.
- Demonstrated organizational and time management skills, including the ability to plan, coordinate, prioritize activities, and meet deadlines.
- Demonstrated ability to communicate effectively (orally and written) with a variety of technical, professional and community stakeholders.
- Demonstrated interpersonal skills and the ability to cultivate positive working relationships with a variety of community-based agencies.
- Ability to manage sensitive matters with tact, and diplomacy.
- Ability to work effectively in a team environment.
- Demonstrated proficiency in use of word processing and spreadsheet software (e.g., Microsoft Word and Excel)
- 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:

Completion of a master's degree in human or natural science, engineering or economics or another relevant field, with a minimum three years' experience in research program development and delivery, preferably in a northern setting.

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